



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, April 7, 2021

Via Zoom

Regular Meeting: 2:00 – 4:00 P.M.

Members present: Jeanne Stalker, Diana Tedone, Margarita Baez, Nick Carr, James Carranza, Rachel Corrales, Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Nimsi Garcia, Hyla Lacefield, Doniella Maher, Mari Managadze, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Chantal Sosa, Roslind Young.

Members absent: Ray Lapuz, Cynthia McCarthy, Tammy Robinson

Guests and others present: Wissem Bennani, Nick DeMello, Peter Fitzsimmons, Mary Ho, Allison Hughes, Debbie Joy, Althea Kippes, Adolfo Leiva, Sarita Lopez, John Pérez, Janet Ramirez, David Reed, Bernata Slater.

AGENDA ITEM	CONTENT												
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>Meeting called to order at 2:05 PM.</p> <p>ACTION: A motion to postpone the Division Resource Prioritization presentation and action to the April 21st PBC meeting was made by Dean Hyla Lacefield and approved by Roslind Young. Motion passed.</p> <p>ACTION: A motion to approve the Consent Agenda with the change noted was made by Dean Karen Engel and seconded by Dean Hyla Lacefield. Motion passed.</p>												
<p>2. Preliminary Budget Assumptions for 2021-22</p>	<p>SMCCCD Chief Business Officer Bernata Slater shared preliminary projections for 2021-22, what the Governor has proposed for the next year as well as potential challenges for the outer years.</p> <p>Current Year Highlights:</p> <ul style="list-style-type: none"> • The district is providing support to students and staff during the pandemic • Up to 2,000 Promise Scholars students are being served • The federal government is assisting the district by providing direct financial support to students • MOUs are helping faculty and staff • Support is provided to students and the community through the Second Harvest food distribution program. <p>Projected 2020-21 COVID-19 Costs:</p> <p>There are costs associated with COVID-19 and the district will likely continue to incur those costs even when the campuses return to in-person instruction.</p> <table border="1" data-bbox="462 1686 1523 1896"> <tbody> <tr> <td>Unrestricted General Fund Expenses</td> <td>\$4.4 million</td> </tr> <tr> <td>Restricted General Fund – CARES Act Student Aid</td> <td>\$1.50 million</td> </tr> <tr> <td>Restricted General Fund – CARES Act (Institutional)</td> <td>\$0.60 million</td> </tr> <tr> <td>Restrict General Fund - HEERF (Higher Education Emergency Relief Fund) II</td> <td>\$6.65 million</td> </tr> <tr> <td>Restricted General Fund – COVID-19 Response Block Grant</td> <td>\$1.60 million</td> </tr> <tr> <td>Total Estimated Expenses</td> <td>\$14.75 million</td> </tr> </tbody> </table>	Unrestricted General Fund Expenses	\$4.4 million	Restricted General Fund – CARES Act Student Aid	\$1.50 million	Restricted General Fund – CARES Act (Institutional)	\$0.60 million	Restrict General Fund - HEERF (Higher Education Emergency Relief Fund) II	\$6.65 million	Restricted General Fund – COVID-19 Response Block Grant	\$1.60 million	Total Estimated Expenses	\$14.75 million
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Projected 2020-21 COVID-19 Revenue Losses

The projected revenue losses were reviewed and are estimated at \$9.15 million. The parking fund, Child Development Centers and Auxiliary Services (Bookstores, SMAC, dining centers and Community Education) are experiencing losses this year as compared to 2018-19.

Budget Guidelines

The budget guidelines that are used to prepare the budget were reviewed. The district addresses board goals, community needs and the District Strategic Plan and supports college budgeting priorities with participatory governance measures and accreditation standards. The SMCCCD balances budget projections in each of the next three years, maintains adequate reserves and uses one-time funds for one-time expenses.

State Budget

Although SMCCCD is a basic aid district, the state funds the colleges' categorical programs and there have been some deferrals in funding for those programs. The proposed budget for 2021-22 is better than hoped because the state revenue continues to outperform conservative projections.

The Governor's proposed state budget for community colleges was reviewed. The district received \$1 million for emergency financial aid to students, \$38,000 for CalFresh and \$250,000 for student retention so those dollars will be distributed to students as soon as the process is set up. A lot of the funding is one-time money. The state is feeling the impact from COVID-19 and there may be a deficit next year.

Higher Education Stimulus Package

The Higher Education Stimulus Package for community colleges was reviewed. The COVID-19 Relief Bill is \$900 billion and applies an allocation formula which considers FTES and headcount. Cañada's allocation is \$2.9 million. The district as a whole received \$13.3 million. Much of the funds will be used for direct aid to students, some will be set aside to support centers that saw reduced revenue and some used to mitigate other COVID-19 expenses. \$8.4 million will be spent on direct aid to students, both this year and next. The allowable uses were reviewed. HEERF II funds will need to be expended by the end of December 2021.

American Rescue Plan

The district is getting \$23.8 in funds from the American Rescue Plan and one half will need to be expended on direct aid for students.

Preliminary Budget Assumptions as of February 21 2021:

The assumptions include estimates on property taxes, enrollment resident FTES, non-resident tuition, inflation, state FTES access/growth and state COLA. Property taxes are estimated at a conservative 3.67%, but will likely be closer to 5%.

Year to Year Comparison of Fund 1 Revenue and Expenses

Revenue: Revenue comes in from property taxes, student fees, RDA funds, non-resident tuition, the Education Protection Account and other revenues. With property taxes tapering down, the colleges may not get the additional augmentation that they normally receive. The year-to-year comparison was reviewed and it shows that property taxes are a major portion of the district's revenue. The district is still getting from the Education Protection Account education protection account, and is expecting a slight increase in non-resident tuition and increases in enrollment funds.

Expenses: There is not a lot of additional funding being expended for next year. There will be slight increases to utilities costs as Building 1 goes online. Other expenses include benefits, salary commitments toward office hours and the 50% law compliance for faculty, districtwide technology, insurance and other expenses.

	<p>2021-22 Initiatives (pending board discussions)</p> <ul style="list-style-type: none"> • Promise Scholars Program (continuing to serve 2,000 students) • Equity Institute (Skyline College) • Food Insecurity Initiative • COVID-19 mitigation <p>2021-22 Budget Unknowns</p> <ul style="list-style-type: none"> • Property taxes. Property taxes will be closer to 5%, but it is still unknown. • Interest revenue • Enrollment • Insurance • Cañada Building 1 • Personnel costs (ongoing negotiations) • State and federal funding. State funding is not expected to change, but it is hoped that some of the infrastructure dollars approved by the President will come toward community colleges. <p>Looking Ahead and 2022-23 and Out-Years</p> <ul style="list-style-type: none"> • Property taxes / California economy • Non-resident tuition enrollment /revenue • Resident enrollment • Insurance • Parking Fund, Auxiliary Operations • COVID-19 mitigation (local and state/federal funds) • Personnel costs • “Free College” – federal program. There is a proposal to provide two years of community college tuition-free and it is not known what the impact will be on the district.
<p>3. Administrative Planning Council</p>	<p>At the March 17th meeting, PBC talked about the need to review the APC’s purpose, which conflicted with the purpose of PBC. Vice President Graciano Mendoza shared a couple of options and asked for feedback. The feedback was positive for option #2, which proposed the discontinuance of APC as a planning council and establish it as a peer review process for program planning and resource requests for:</p> <ul style="list-style-type: none"> • Office of the Vice President of Instruction • Office of the Vice President of Student Services • Office of the Vice President of Administrative Services • Office of Marketing and Community Relations • Office of Planning, Research and Institutional Effectiveness <p>ACTION: A motion to suspend APC as a “planning council” and establish a peer review process was made by Denise Erickson and seconded by Dean Hyla Lacefield. Motion passed.</p>
<p>4. Technology Plan Progress, Draft Bylaws and Future Planning</p>	<p>College Technology Committee Co-Chairs: Allison Hughes, David Reed, John Pérez Presented a first draft of their bylaws and the technology plan. The links to both drafts are posted to the PBC website.</p> <p>Bylaws The Technology Committee’s primary goal is to align the draft bylaws with the new bylaws template that PBC adopted in 2020. Allison Hughes reviewed the role and responsibilities of the Technology Committee. They are making updates that align the language with the new plan template and looking at how the work has changed due to the program review process and COVID-19. They are also looking at the technology refresh process and making clerical edits to the bylaws.</p>

The major change that is proposed involves the reporting structure and currently, the Technology Committee reports to the Institutional Planning Council (IPC) and also supports SSPC. The proposal is to have the Technology Committee now report directly to PBC. The Technology Committee is waiting for feedback from the other planning councils.

Membership: There are no major changes to membership, although the Dean of ASLT was listed as the IPC rep and that was updated to show the Instructional Technologist as the IPC rep. The core membership positions are included as well as the larger group of resource members who are integral to the committee and provide input, but are not required to attend every meeting.

Technology Committee Plan for 2021-24

The current Technology Plan is coming to an end so the plan for 2021-24 is updated to align with the new template. The major change is to move to a three-year plan cycle from a two-year cycle, however noting how fast technology is changing and the importance of technology during COVID-19, it will be important to keep the plan relevant. When proposing the annual updates, the Technology Committee will look at the plan and make any edits or updates that are relevant and present them to PBC for approval.

Plan Objectives:

- Plan Objective #1 Develop and implement community-informed strategies to improve the technology experience at Cañada for faculty, staff and students.
- Plan Objective #2 Assess technology needs related to college operation adjustments in the wake of COVID-19 and provide technology recommendations to the College.
- Plan Objective #3 Implement Technology Refresh Process and improve communication and dialogue around technology with the campus community.

Annual Summary

The Technology Committee will submit an Annual Summary to PBC and include updates to the Technology Refresh Process, completion of outcomes and updated data trends or survey results related to technology. Dean Reed said there may be areas of overlap where the Technology Committee may need to collaborate with the Academic, Classified Senate and other senates.

Baseline Metrics: College Scorecard

To measure success, the Technology Committee will work with PRIE and the Distance Education Advisory Committee (DEAC) on data points and areas of need relating to technology. Surveys will also be conducted. Dean Karen Engel said the PBC adopted a new College Scorecard and has set metrics related to online instruction so those metrics could be used.

Equity Measures

The plan would also ensure that all of the metrics used to establish baselines and measures for successful outcomes are disaggregated by student population and student type to ensure that no group is disproportionately negatively impacted. PRIE will work with the Technology Committee to make sure that any disproportionately impacted groups are identified in terms of technology and online instruction. The committee could then identify how their goals and activities could address those gaps.

The draft will be uploaded to the PBC website. PBC members are encouraged to present the draft to their constituent groups and add comments directly to the documents.

ACTION: A motion to approve new bylaws for the Technology Committee was made by Dean Hyla Lacefield and seconded by Peggy Perruccio.
Motion passed.

<p>5. Technology Refresh Update</p>	<p>College Technology Committee Co-Chairs: Allison Hughes, David Reed, and John Pérez presented an update on the College's Technology Refresh process. The timeline was approved in fall 2020 and the College Technology Committee has been discussing the refresh timeline with Vice President Mendoza and ITS regularly this semester.</p> <p>In April, ITS will provide an annual inventory list to Vice President Mendoza. In May, Vice President Mendoza will review the list along with the upcoming year's budget and identify refreshments of the highest need. He will work with supervisors and in consultation with ITS, basing decisions on the Evaluation Criteria for Refreshment. In June, Vice President Mendoza will notify ITS of the funding and refreshment decisions and in September, ITS makes its recommended installation cycle for the upcoming year.</p> <ul style="list-style-type: none"> • The Technology Committee is trying to streamline the process. They want to finalize the plan so that it works for everyone and is transparent by showing what is happening and when. • The committee will discuss technology at their next meetings in relating to the transition back to in-person work.
<p>6. Distance Education Plan Progress and Future Planning</p>	<p>Distance Education Advisory Committee (DEAC) Co-Chairs Dean David Reed, John Pérez and Nick DeMello presented the DEAC draft plan and are proposing that the plan process move to a three-year cycle in order to capture the emerging needs of the campus. In addition to presenting to PBC, the plan will be shared with DEAC and Academic Senate to obtain early feedback on the priorities, which look at how courses will be offered and the impacts of the pandemic.</p> <ul style="list-style-type: none"> • Goal 1: Address ongoing equity gaps in online instruction to better support student completion. • Goal 2: Define vision for a sustainable Distance Education infrastructure to support the peer review process and professional development. • Goal 3: Develop 'hyflex' and updated 'hybrid' course modality recommendations to support the College's adjustment to operations after COVID-19. • Goal 4: Create and expand professional development programs specific to developing online skill-building for faculty. <p>Dean Reed said the Technology Committee wants to align the DEAC plan with some of the PRIE data dashboards to track disproportionate impacts, student success and completion, in order to move forward as a college.</p> <p><u>Plan Timeline and Adoption</u></p> <p>The plan was presented as a three-year plan and Dean Engel asked if the plan should be a two-year or one-year plan since everything changes quickly. Dean Reed said the rationale for creating a three-year plan is so the Technology Committee can move more work forward rather than always working on plans. They would prepare an annual update to PBC. Dean Engel felt that it would be useful to have a three-year plan for multi-year initiatives, but recommends a shorter time between planning if there are one-year or two-year initiatives. Dean Reed will incorporate the PBC feedback and will report back to PBC for plan adoption on May 5.</p>
<p>7. Student Services Key Program and Staffing Updates During the Pandemic</p>	<p>Vice President Manuel Pérez provided the following Student Services Updates:</p> <ul style="list-style-type: none"> • Counseling Dean Max Hartman has led the hiring process for EOPS, International and Personal Counselor positions. • The DREAM Center is preparing to hire a full-time, permanent Program Services Coordinator. This is a first-time position and Interim Dean of Enrollment Services, Wissem Bennani, has worked with the Director of SparkPoint in leading that hiring process. • Detail positions are open for the College Registrar and College Recruiter and will move to

	<p>permanent hiring.</p> <ul style="list-style-type: none"> • The Colleges' CRM went live on April 5 providing students the ability to schedule counseling appointments and connect with counselors. Staff in the Welcome Center and the Counseling team have worked hard on this project. • In ESL, the retention specialist and deans are making sure that the College has the level needed for essential enrollment services during the pandemic. • Work continues on digital forms and with the support of the Student Services deans, they are surveying the forms to see which are translated and which are not, which forms do we have local control over and which are state or federal forms, and which are only available on paper. • The Financial Aid team was commended for managing the various different levels of emergency relief on top of the usual loans, grants and aid that they manage all year. <ul style="list-style-type: none"> ○ A Program Services Coordinator is needed in Financial Aid ○ The person who was offered the Financial Aid Director position took another position, so retiree Marge Carrington has come back on a temporary basis so the College can continue the search process. • The College will extend the Interim Dean of Enrollment Services into the next year. • Dean Hartman announced that the College has concluded the process for hiring the detail person who will serve as Student Life and Leadership Manager while the current manager is on leave. The detail person will be named soon.
STANDING ITEMS	
8. Associated Students of Cañada College	<ul style="list-style-type: none"> • Mari Managadze announced that the Student Life and Leadership Manager is going on leave and her last day is April 9. • Upcoming events include Sexual Assault Awareness, Southeast Asian New Year's Celebration, and Earth Day (April). • The ASCC will participate in the Town Hall on Anti AAPI Racism on April 8. • The ASCC is currently electing its 2021-2022 senators, so PBC members are encouraged to let students know about the opportunity they have to choose their senate representatives. The reminder has been sent out via social media.
9. Academic Senate of Cañada College	On April 8, Academic Senate will be hearing a Math Faculty Vacancy request and a presentation on Pandemic Recovery for Fall 2021. Diana Tedone-Goldstone said they will discuss a new resolution to support Myanmar students, hear about the Distance Education Plan, and have nominations for President and Vice President of Academic Senate.
10. Classified Senate of Cañada College	Jeanne Stalker reported that Classified Senate will hold its next meeting on April 15.
11. Guided Pathways	No update was reported.
12. Planning Council Reports	<p><u>IPC</u>: No update was reported.</p> <p><u>SSPC</u>: Dean Max Hartman reported that the last SSPC meeting was held on March 24. The Antiracism Task Force provided a presentation on their work to date, Vice President Pérez updated the committee on the College's recovery planning. Agenda and minutes can be found on the website at: https://www.canadacollege.edu/sspc/docs/1920/SSPC%20Agenda%20-%2003.24.21.pdf</p> <p><u>APC</u>: An APC update was provided under Item 3.</p>
13. President's Update	<p>President Moore reported the following update:</p> <ul style="list-style-type: none"> • Cañada College is holding the Town Hall on Anti AAPI Racism on April 8 at 4pm. The event is co-sponsored with the ASCC. • Additional information will be shared on the Governor's message and an emergency meeting will be held to discuss the topic of returning to campus. President Moore said the College and

	<p>the District do not want to rush and want people to feel safe and comfortable.</p> <ul style="list-style-type: none"> • Nominations for the President's Student Leadership Award are underway. The deadline to submit nominations is Friday, April 9.
14. Matters of Public Interest	The Library will hold a therapy dog event on Tuesday April 27 from 3-4pm. People are encouraged to bring their pets to Zoom da and therapy dogs will also be there.
Next Meeting	The next meeting will be held on April 21, 2021.
ADJOURNMENT	The PBC meeting was adjourned at 4:00 p.m.