

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, November 3, 2021**

**Via Zoom**

**Regular Meeting: 2:00 – 4:00 P.M.**

**Members present:** David Eck, Roslind Young, Alicia Aguirre, Margarita Baez, Nick Carr, Rachel Corrales, Gloria Darafshi, Karen Engel, Denise Erickson, Valeria Estrada, Nimsi Garcia, Max Hartman, Allison Hughes, Maria Huning (for Mayra Arellano), Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Jeanne Stalker (for Candice Johnson), Diana Tedone-Goldstone (for Valeria Estrada after 3pm).

**Members absent:** Joshua Forman-Ortiz, Candice Johnson, Derek Lennen, Tammy Robinson.

**Guests and others present:** Natalie Alizaga, Wissem Bennani, Leonor Cabrera, Mary Chries Concha Thia, Matt Lee, Doniella Maher, Georganne Morin, David Reed, Chantal Sosa, Diana Tedone-Goldstone (for Valeria Estrada after 3pm), Ameer Thompson, Ariela Villalpando.

<b>AGENDA ITEM</b>	<b>CONTENT</b>
1. <b>Welcome, Introductions and Approval of Consent Agenda</b>	<p>Meeting called to order at 2:03 p.m.</p> <p>The consent agenda, minutes of October 20, board-approved staffing update and memo on the Brown Act Resolution were reviewed.</p> <p>ACTION: A motion to approve the consent agenda was made by Alicia Aguirre and seconded by Dean Hyla Lacefield.</p> <p>Motion passed.</p>
2. <b>Budget 101: Overview (by Fund) and Actual Expenses in 2020-21</b>	<p>Interim VPAS Ludmila Prisecar provided an overview of the fund types and revenue and expenditures for fiscal year 2020-2021.</p> <p><b>Fund Types</b></p> <p><u>Governmental Funds</u></p> <p>Fund 1: General Fund – Unrestricted  Fund 2: Self-Insurance Fund – Restricted  Fund 3: General Fund – Restricted  Fund 4: Capital Projects Fund  Fund 6: Special Revenue – Child Development (Not at Cañada College)</p> <p><u>Proprietary Funds</u></p> <p>Fund 5: Enterprise (Bookstore, Food Services, Associated Students, etc.)</p> <p><u>Fiduciary Funds</u></p> <p>Fund 7: Expendable Trust (Financial Aid)  Fund 8: Expendable Trust (Reserve for Post-Retirement Benefits/Housing Loan Program). This fund is under the district and not under the colleges.</p> <p><b>Expenditure Breakdown for 2020-2021</b></p> <p>In Fiscal year 2020-21, \$40.2 million was spent over all funds:</p> <p>Fund 1: \$29.8 million (65%)</p>

	<p>Fund 2: \$32,957 (0%)  Fund 3: \$10.2 million (23%)  Fund 4: \$111,494 (0%)  Fund 7: \$5.3 million (12%)</p> <p><b>Districtwide Site Allocation for 2020-21</b></p> <p>The districtwide site allocation for Fund 1 (General Fund Unrestricted) was reviewed. The sites include Cañada, CSM, Skyline, the District Office/ITS, Facilities and Public Safety and Central Services. Last year, Central Services included STRS On-Behalf, utilities, insurance staff development and district technology. The total districtwide allocation was \$208.4 million. Cañada's site allocation in 2020-2021 was \$31.7 million or 15.2% of the districtwide site allocation.</p> <p>Districtwide revenue sources and final revenue amounts were presented. Revenue sources include base revenue, property taxes, RDA property taxes, student fees, Prop 55 (Educational Protection Account), lottery, state allocations, apprenticeship, mandated costs, non-resident tuition, interest and miscellaneous.</p> <p>The site allocation percentage versus FTES (full-time equivalent students) percentage was compared. Cañada received 24% of the districtwide allocation. If calculating based on FTES, Cañada would have received 21.5% so the college received more funds based on the formula that was used.</p> <p><b>Fund 1 Actual Revenue and Expenditures for 2020-21</b></p> <p><u>Revenue:</u> Cañada's Fund 1 unrestricted fund actual revenue and expenditures were reviewed and presented with the prior two years for comparison. Total revenues were \$38.3 million and include a \$3 million ending balance for the prior year and \$3.4 million in other revenue. Other revenue includes COLA, retros from CSEA/AFT contracts, athletic games, international application fees, cosmetology (Skyline and CSM) and office hours. Regarding office hours, the colleges receive additional funding from the state for office hours. The district looks at the college's actual budget for office hours and transfers the funds back in. This will be corrected to Faculty Office Hours.</p> <p><u>Expenses:</u> There were \$29.8 million in expenses, which include salaries for administrators, classified staff and faculty as well as operational expenses.</p> <p><u>Balance:</u> There was \$8.4 million in remaining revenue after expenses. Last year, there were transfers out of Fund 1 to cover Cañada's portion of the free college initiative of \$1.14 million plus a small amount of insurance for athletics, Promise, health services, middle college, college contingency fund and equipment budget. The transfers out of Fund 1 were \$3.3 million leaving a Fund 1 ending balance of \$5.1 million.</p> <ul style="list-style-type: none"> <li>• Fund 1 includes professional development, resource request approvals under fund 18002, and funds that will expire soon for ending grants, so money must be in place for position control.</li> <li>• Regarding salary expenses, the administrator portion covers the president, vice presidents and deans. Some supervisors' salaries are included in classified staff expenses and some are included in faculty expenses.</li> </ul>
<p><b>3. Non-Personnel Resource Requests 2020-21 Finalization (What was Approved/Not Approved)</b></p>	<p>Interim VPAS Prisecar presented the resource request process and program review timeline for non-personnel requests, which were approved during the 2020-21 resource process. For 2021-22, there were more than \$885,000 in requests, with \$376,000 in one-time requests and \$509,000 in ongoing. One-time requests totaling \$312,365 were approved and none of the ongoing requests was approved.</p> <p>Of the \$312,365 in one-time resource requests, 22 requests were one-time instructional, five were one-time non-instructional, eight were one-time equipment requests and six were one-time facilities requests.</p>

	<p>A list of the requests was presented including the funding sources:</p> <table border="1"> <thead> <tr> <th>Requests</th><th>Amount</th><th>Source</th></tr> </thead> <tbody> <tr> <td>One-time instructional</td><td>\$111,756</td><td>Lottery Funds (Fund 31069)</td></tr> <tr> <td>One-time non-instructional</td><td>\$12,095</td><td>One-time unrestricted Fund 1 (Fund 18002)</td></tr> <tr> <td>One-time equipment requests</td><td>\$132,729</td><td>Reserved equipment funds (Fund 43383)</td></tr> <tr> <td>One-time facilities requests</td><td>\$55,786</td><td>One-time unrestricted Fund 1 (Fund 18002)</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>• The list of requests was approved in December 2020 and will be posted on the PBC website under meeting materials so people can review the requests.</li> <li>• For facilities requests, people should check with the facilities manager to be sure that the facilities request is valid and that the amount is okay prior to submitting it for program review.</li> <li>• The one-time equipment requests could be either instructional or non-instructional items.</li> <li>• It was noted that one of the items listed was under \$500, so that should be reviewed in advance. Some of the equipment items were paid for with department's own budgets if the funds were available.</li> <li>• Ideally, quotes should be in place for equipment items, including shipping, taxes and installation before they are submitted for program review. The date for submitting items for program review is Friday, November 5<sup>th</sup>.</li> <li>• It was not known why the on-going requests were denied.</li> </ul>	Requests	Amount	Source	One-time instructional	\$111,756	Lottery Funds (Fund 31069)	One-time non-instructional	\$12,095	One-time unrestricted Fund 1 (Fund 18002)	One-time equipment requests	\$132,729	Reserved equipment funds (Fund 43383)	One-time facilities requests	\$55,786	One-time unrestricted Fund 1 (Fund 18002)
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<b>4. Promise Program Update</b>	<p>Vice President Pérez said the board has endorsed the Promise Scholars Program as a districtwide priority. Through the support of the county, SMCCCD is getting an additional two years of support, for a total of three years of one-time funds to expand free college opportunities in the region. Ariela Villalpando has been detailing for Mayra Arellano as the Director of High School Transition and Dual Enrollment and has provided oversight of the Promise program. The decrease in enrollment has impacted Promise and the program at Cañada is currently at 473 students.</p> <p><u>Program Expansion and Recommended Fund Allocation</u></p> <p>As the colleges work to recover and plan for the future, the goal is to expand Promise for the next three years. The model for the SMCCCD Promise program expansion was presented, showing actual numbers for 2019-20 and 2020-21, with targeted numbers for three years from 2021-22 through academic year 2023-24. The Chancellor, district leadership and Promise staff have collaborated to develop the recommended fund allocation for the next three years.</p> <p>This a one-time fund, but they are intentionally trying to allocate funds toward future positions to support the expansion and sustain the work already being done. In order to expand the Promise program, Cañada has launched Dual Enrollment this semester as a pipeline from high school to college to focus on the college obligation to close equity gaps, increase degree attainment and decrease the time needed for degree/certificate completion.</p> <p><u>First Year Experience-Guided Pathways</u></p> <p>Early student engagement through First Year Experience and Guided Pathways is being done with introduction to interest areas, resource sharing, using a program mapper to help Promise students and sharing best practices. Currently, the program is doing spring onboarding and will be strategic about inreaching and outreach to recruit students to the Promise program. They will share information, provide Promise Scholars application workshops and use the College Applicant Tracking Report from Fall 2021.</p> <p><u>Equity Model:</u> The program plans to develop a part-time Promise model that can be beneficial to students since 61% of Cañada's students are part-time. They also plan to increase accessibility and have more DRC-eligible students become a part of Promise. They will also include students who are experiencing mental health challenges, students working to support their families and</p>															

	<p>adult school scholars who may not qualify for financial aid due to their part-time status. The goal is to reach a wider population in order to maximize the students that can be served under Promise.</p> <p><u>Anti-racism Commitment</u></p> <p>Ariela also reviewed Cañada College's ongoing commitment to anti-racism by continuing to embed anti-racist programming, collaborate with programs such as Umoja, use data driven inquiry to support our campus communities of color and marginalized groups, and continued professional development.</p> <ul style="list-style-type: none"> <li>• David Eck said that faculty might be interested in helping to recruit students to the Promise Scholars Program. <ul style="list-style-type: none"> <li>○ Ariela will share a flyer with resources for students. The flyer will have a QR code that will take students to the application and information on requirements. If students started in spring 2021 they would still be first-time students in the Promise Program.</li> </ul> </li> <li>• Doniella Maher said for core classes, all dual enrollment options that were talked about would replace the high school English, for example, with a college-credited English course. Since some students may not have had the same preparation for college-credited classes, she asked if courses could be developed that students might get credit for so they would feel encouraged. <ul style="list-style-type: none"> <li>○ Ariela will bring the suggestion to Mayra Arellano.</li> </ul> </li> <li>• Georganne Morin asked if CWA students can be a part of Promise if they are full-time students. <ul style="list-style-type: none"> <li>○ Ariela said that many CWA students are part-time and would not qualify, which is why a part-time Promise model would help.</li> </ul> </li> <li>• Alicia Aguirre would like to know if there is a way to change the requirements of Promise so that it could be offered to students who want to take courses but cannot meet all the requirements. She would like to know what we could offer our students with Promise that does not limit our students. <ul style="list-style-type: none"> <li>○ Ariela said the college is flexible and helps students by supporting their pathway. They should complete the financial aid application, stay engaged with the program, stay on a timely pathway and meet with their counselor. If they are not at the full unit mark, they will not meet the Ed Goal and will fall behind. A part-time model provides a longer period of time for the college to give support to those students who need more time. If students cannot complete in their third year, the college can no longer support them financially. Manuel noted that the requirements were stricter in 2017, 2018 and 2019 prior to the pandemic and since then, the ability to support students changed.</li> </ul> </li> </ul> <p>Vice President Pérez would like to hold a Dual Enrollment presentation at a future PBC meeting. The program is getting district and board support and they want to look at ways to be more intentional about reaching out to households, developing workshops in multiple languages, and having onsite high school counselors work with college counselors.</p>
<p><b>5. Return to Campus (New Standing Item)</b></p>	<p>Interim President Kim Lopez provided an update:</p> <p><u>Student Attestation:</u> November 3<sup>rd</sup> is the first day of registration for the spring semester and it is the first day that the student vaccination attestation process opens. A FAQ has been uploaded to the Return to Campus webpage and it tells students how to upload their vaccination information and how to apply for a medical exemption.</p> <p><u>Program Specialists:</u> VPSS Manuel Pérez reported that campus program specialists have been hired by Ray Hernandez, COVID Health Officer, and one specialist is assigned to each campus. The specialists are funded by HEERF dollars. They will monitor the attestation and testing processes for the employees and students. The program specialists would handle case</p>

	<p>management only after an exemption has been approved, either by HR for medical or by the VPSS for religious exemption. The college does not anticipate the number of cases to exceed the capacity of one person, but would pivot quickly and provide support if necessary.</p> <p><u>Medical Exemptions:</u> The request for medical exemptions for students would be sent to Ray Hernandez and the campus program specialist. Employee medical exemptions are handled by HR.</p> <p><u>Religious Exemptions:</u> Information on religious exemptions was presented to the board and there was a lot of discussion. The board is expected to take action at its November 10 meeting. Students are asked to contact the VPSS at each campus to register their interest in asking for a religious exemption. Students would be advised on how to apply or notified if the exemption is not being offered. As of now, requests for religious exemptions will be submitted and reviewed by the VPSS.</p> <p>David Eck noted that while the district awaits the board's official decision on religious exemption, the colleges are already open for classes. He is concerned about the delay and feels it is important to get this started before the spring semester. Interim President Lopez expects a decision from the board by November 10. We are still in the priority enrollment stage and she expects it to be ready by opening of full enrollment on November 17.</p> <p>Vice President Pérez said that students who are inquiring now about the process are eager to enroll and make sure they are not dropped from in-person courses. They want to confirm given their priority registration appointment. He said that no student enrolled prior to the date of the board decision will be dropped from in-person classes or restricted from services based on their vaccination information in advance of the board decision, which is expected on November 10. If students have not uploaded their information or applied for an exemption, it would be a rolling drop 10 days from the point of registration, similar to a drop for non-payment.</p> <p><u>Mask Mandate:</u> The Chancellor will decide about the mask mandate shortly, but the recommendation from Ray Hernandez is for the district to align with the county. Chancellor Claire would like to bring that to the board at an upcoming meeting.</p> <ul style="list-style-type: none"> <li>Ray Lapuz asked if faculty can include information in their syllabi and request that students wear masks in class, whether or not there is a district mandate. Interim President Lopez will check with the Chancellor about the legal ramifications behind putting a masking request in syllabi. She will present the topic to the Chancellor's Cabinet and recommends that it be presented to the district Academic Senate so faculty know what they can put in their syllabi.</li> </ul> <p><u>Air Circulation:</u> Ray Lapuz also teaches at Sequoia High School and the classrooms have fans and air purifiers to help circulate the air. He asked about the process on the Cañada campus. Interim President Lopez said there is a lot of information on the district's website, both for employees and students, about ventilation and air flow. Michele Rudovsky and the Facilities team has done a lot of work on this over the last year for all buildings throughout the district and she has also addressed this concern at Cañada's Safety Committee meetings.</p>
<b>STANDING ITEMS</b>	
<b>6. Associated Students of Cañada College</b>	No update was provided.
<b>7. Academic Senate of Cañada College</b>	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> <li>The statewide Academic Senate plenary is this week and it will be held virtually. They will be talking about resolutions and getting feedback from faculty.</li> </ul>

	<ul style="list-style-type: none"> <li>At last week's Academic Senate meeting, Marcos Chacon and Bettina Lee gave a presentation on personal counseling for employees. Monica Malamud said trauma counseling is available for AFT members.</li> <li>Next week, the senate will look at three faculty vacancies: two in Chemistry and one in Digital Arts and Animation. Guided Pathways early alerts and changes to that process will also be discussed.</li> </ul>
<b>8. Classified Senate of Cañada College</b>	Roslind Young reported that the Classified Senate did not meet on October 28, however there is an officer's meeting on November 4 and a Classified Senate meeting on November 11.
<b>9. Guided Pathways</b>	<ul style="list-style-type: none"> <li>Vice President Pérez said the Guided Pathways team is planning its priorities for the year, working with Assistant Director Margarita Baez. They are updating the landing page where people can find meeting information.</li> <li>Applications for the Retention Specialist for Design and Performance will be reviewed this week. The Director of Student Support position is still open and first review of applications is next week.</li> <li>The work group delivered an informative presentation that explained early alert as a system and Skyline and CSM are aligning with Cañada's plan via the CRM platform. There is visual mapping to help faculty and staff to understand the early alert process, messaging and flow of work. Dean Max Hartman also led a presentation that highlights common definitions. The information will be brought to Flex Day or presented at another time.</li> </ul>
<b>10. Planning Council Reports</b>	<p><u>IPC</u>: Allison Hughes said that IPC will meet on Friday and will be getting feedback on instructional program reviews. The meeting starts at 8:30am, which is one hour earlier than the regular meeting time. The meeting is open to everyone and people are encouraged to attend and provide feedback. She reminded PBC that the final program review deadline is by Friday, November 5 and all items must be submitted in Improve ahead of that deadline.</p> <p><u>SSPC</u>: At its October 27 meeting, Dean Max Hartman said SSPC talked about transformational antiracist leadership. They also held a debrief about the October 15 Town Hall and Mary Ho presented with a colleague from NDNU about a bachelor degree completion pathway in Business Administration. SSPC discussed rebranding and changing the name of the Building 5 Wellness Center, due to confusion with the name of Building 1. Those centers will now go by their individual names since there are three separate programs</p> <p>SSPC will hold its next meeting on November 10<sup>th</sup>.</p>
<b>11. President's Update</b>	<ul style="list-style-type: none"> <li>Interim President Lopez reported that the President's Luncheon was held on November 2 and \$50,000 was raised in the 30-minute virtual luncheon to help students with their basic needs. She thanked people who were on the call and who may have donated. There were more than 75 attendees, so it was a good turnout. She thanked Megan Rodriguez Antone for doing a great job.</li> <li>She will send out a reminder to encourage people to complete an assessment survey about campus culture that has been prepared by Åse Power Consult. The survey closes on November 12 and information will be compiled by the end of the semester.</li> </ul>
<b>12. Matters of Public Interest and Upcoming Events</b>	No items were reported.
<b>ADJOURNMENT</b>	The meeting was adjourned at 3:52 p.m.
<b>Next Meeting</b>	The next meeting will be on November 17, 2021.