



**DRAFT**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, September 15, 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, Karen Engel, Gloria Darafshi, Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Nimsi Garcia, Max Hartman, Allison Hughes, Maria Huning, Hyla Lacefield, Ray Lapuz, Derek Lennen, Kim Lopez, Peggy Perruccio, Tammy Robinson, Megan Rodriguez Antone, Claudia Rosales, Jeanne Stalker.

**Members absent:** Manuel Alejandro Pérez

**Guests and others present:** Natalie Alizaga, Tyrone Armstrong, Wissem Bennani, Rance Bobo, Peter Fitzsimmons, Mary Ho, Michael Hoffman, Candice Johnson, Debbie Joy, Doniella Maher, David Reed, Bernata Slater, Soraya Sohrabi, Jeison Velasquez.

AGENDA ITEM	CONTENT
1. <b>Welcome, Introductions and Approval of Consent Agenda</b>	<p>Meeting called to order at 2:01 p.m.</p> <p>ACTION: A motion to approve the consent agenda was made by Dean Hyla Lacefield and seconded by Jeanne Stalker. Motion passed.</p> <p>The board-approved staffing update will be finalized and posted on the PBC website.</p>
2. <b>Adopted Final Budget 2021-22</b>	<p><b><u>Adopted Final Budget 2021-22 Highlights</u></b> Chief Financial Officer Bernata Slater said the 2021-22 budget is balanced and property taxes are expected to increase 4.16% over last year. The district's reserves are as planned at 15%. Funding is set aside to support the district's strategic plan initiatives as well as face-to-face operations in spring 2022. The budget provides resources for students, employees and the community and sets aside resources for COVID-19 mitigation.</p> <p><b><u>Budget Guidelines</u></b> The guidelines that are used in preparation of the budget, which include addressing the board goals and the district's strategic plan, were reviewed. Budget projections are balanced for the next three years, while maintaining adequate reserves, and using one-time funds for one-time expenses. College budgeting priorities are supported in accordance with participatory governance protocols and accreditation standards.</p> <p><b><u>State Budget</u></b> The portion of the state budget that is relevant to community colleges includes one-time money to mitigate the impact of the impact of the pandemic. In addition, there is ongoing funding and there are six overarching allocation areas:</p> <ul style="list-style-type: none"><li>• College Affordability and Basic Needs</li><li>• Diversity, Equity and Inclusion</li><li>• Pathways</li><li>• Workforce</li><li>• Support for Institutions</li></ul>

- **Pandemic Recovery**

Under Support for Institutions and Pandemic Recovery, CFO Slater noted the following:

**Support for Institutions:**

**Deferred maintenance:** The colleges are receiving funds for deferred maintenance and the SMCCCD will receive \$7.6 million. Because Measure H is almost finished, these funds will help pay for facilities projects that were not covered by the bond.

**Deferrals:** There is funding to eliminate deferrals from the prior year. When the pandemic hit, the State Chancellor's Office implemented the deferrals which created a cash problem for the colleges. For SMCCCD, as a basic aid district, it caused cash flow issues that impacted the categorical programs.

**75/25 Goal:** The district is also getting \$1.5 million this year to increase the number of full-time faculty to advance faculty to the 75/25 goal.

**Pandemic Recovery:**

There was Immediate Action Budget Package money in the spring and the district is getting the remainder of that package that will provide additional funds for students for emergency financial aid.

**2021-22 Adopted Budget Assumptions**

The budget assumptions for the year were reviewed. The district is still monitoring the enrollment trend. Inflation, which is close to 4%, will impact the cost of doing business in terms of supplies, equipment and services.

**Initiatives to Support Students and Community**

- The district is receiving \$3.3 million to support Promise Scholars and is increasing the Promise Scholars cohort size to 2,500 students. Funding is being received from the county and state, as well as the Foundation toward housing.
- The district is setting aside \$1 million for students who are food insecure.
- Support for the Equity Institute at Skyline is in its third and final year at a cost of \$800,000.
- \$6.75 million (one-time) is set aside as seed money for the free college initiative and it will be spent and integrated into ongoing resources over the next two years.
- There is \$32.5 million, which includes \$28 million in HEERF funds, for COVID-19 mitigation and emergency preparedness. Since much of this is federal funding for COVID-19, the district must follow strict guidelines on how it is spent. Funds are set aside in a contingency for things that the district cannot use federal money for and the three colleges are also setting aside funds to be used for emergency preparedness.
- The district is continuing its commitment to the 50% compliance law and this year, it is setting aside \$1.5 million to be used to increase part-time faculty parity.

**PERS and STRS Rates**

PERS and STRS costs continue to impact the expenses and the budget. Two years ago, the Governor provided two-year relief for STRS and PERS and the costs have doubled. The district is paying \$26.5 million for PERS/STRS costs and it is projected go to \$31 million by 2023-24.

**Adopted Budget Unrestricted General Fund Summary 2021-22**

CFO Slater reviewed the Adopted Budget Unrestricted General Fund revenue and expenses, what the colleges are carrying over from the prior year as well as the one-time reserves. She reviewed the other funds used for building the adopted budget and also reviewed the capital outlay.

**Looking Ahead**

	<ul style="list-style-type: none"> <li>Property taxes: The district developed a three-year plan so there is no deficit spending. Property taxes are monitored and it is hoped that we do not see the drop that we saw this year. The district is budgeting conservatively.</li> <li>Enrollment: The district continues to monitor enrollment trends.</li> <li>Insurance: There was not much of an increase in insurance, however now that SMAC and Cañada B1 will be operated in house, the district will be obtaining quotes from insurance carriers.</li> <li>SMAC and Cañada Building 1: It will take a while for Building 1 to become fully operational, so it is not known at this time what those costs will be.</li> <li>COVID-19 mitigation: Ongoing costs are expected.</li> </ul> <p><u>Irrevocable retirement trust fund:</u> There was a discussion about the SMCCCD's retirement obligation. The district recognizes its liability for all of the retiree benefits and some time ago, began setting aside money in a retirement irrevocable trust fund, investing the funds and earning interest on the investment.</p>
<b>3. Transfer Services Plan: 2021-2024</b>	<p>The Transfer Task Force was authorized by PBC to create a college-wide transfer plan. The task force was hoping to have the plan completed by the spring 2020 semester, but decided to take the extra time to incorporate feedback and suggestions that were received.</p> <p>Dean Max Hartman presented the final draft, which outlines and coordinates the college-wide effort to support transfer success of Cañada College students and to specifically promote transfer outcomes for Cañada's BIPOC student communities to help them transfer to four-year universities. Those that helped with the transfer plan were Rance Bobo, ASCC VP Jeison Velasquez, Transfer Counselor/Articulation Officer Gloria Darafshi, Soraya Sohrabi, Mary Ho, Dean Karen Engel and Alex Claxton.</p> <p>The three main objections of the Transfer Plan are:</p> <ol style="list-style-type: none"> <li>1. Identify the support, milestones and gaps in the transfer journey for students</li> <li>2. Build and strengthen relations with universities and high school partners</li> <li>3. Identify and address equity gaps in transfer support services</li> </ol> <p>The plan will allow them to gather more data to help understand where students are in the transfer process, where they are falling short and where the college needs to direct the resources. Transfer services is located in a new center on campus and that will help with the coordination of services. ESO Adelante will have counseling space there and there is an area where university reps can meet with students.</p> <p>The task force will provide an update to PBC each spring semester. A planning report was designed last year so regular reports will be made to PBC.</p> <p><b>ACTION:</b> A motion was made by Dean Karen Engel to formally adopt the transfer plan for the next three years and recommend to the president that the plan be implemented. The motion was seconded by Denise Erickson. Motion passed.</p>
<b>4. Antiracism Task Force Recommendations, EMP and Work with Áse Power Consult (APC)</b>	<p>Dean Karen Engel reviewed the summary matrix of the antiracism task force recommendation.</p> <ul style="list-style-type: none"> <li><u>Professional Development Workshops:</u> Áse Power Consult is offering three workshops at the upcoming Flex Days, one for each of the college's constituency groups, on October 13 and January 14. Áse is conducting listening sessions with these groups and with students to gather from these groups what kind of professional development they would like and that will help shape what goes into the sessions.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>College Community Read Project</u>: The task force has not yet chosen a book to read to continue the Community Read project this semester and that is an item for action.</li> <li>• <u>College Mission, Vision and Values</u>: The Educational Master Plan Task Force has begun meeting and will focus on the college's mission, vision and values since those are at the center of the work that the EMP task force is doing. They have adjusted their time frame so that there will be two full sessions just on the college mission, vision and values in case the task force wants to update those. The two dates that the task force is working on those is September 29 and October 6 with the goal of presenting a draft to the college.</li> <li>• <u>ColtsCon</u>: For the first time, this summer conference for new and current Cañada students, held antiracism workshops and those workshops will continue each year.</li> <li>• The Equity/Antiracism group will talk about future composition that will overlay the work of ACES and the Antiracism Task Force to make sure we are looking at the college's antiracism goals as well as the equity/inclusion goals.</li> <li>• <u>Ethnic Studies Faculty</u>: The Ethnic Studies area of study has been approved and the college is in the hiring process for a faculty member.</li> <li>• <u>UMOJA Program</u>: They are actively recruiting and getting organized to serve students in the spring.</li> <li>• <u>Web Presence</u>: Áse will look at the college's website and make recommendations on our language, with a lens of addressing equity/antiracism goals.</li> </ul> <p>Áse would like to add listening sessions in the next few weeks and will establish an online portal to provide feedback anonymously. They will prepare an internal equity scan to look at the efforts we currently have to improve those systems around hiring, personnel, and more, which will help the college with its Educational Master Planning. That work should be done by the end of fall. There will be toolkits and Áse will summarize everything in a final report.</p>
<b>5. Educational Master Planning Update</b>	<ul style="list-style-type: none"> <li>• The EMP task force has been working on strategic planning and training has been taking place. They will be working on the mission, vision and values in October. It has been five years since those were updated and Dean Engel feels they may be worth looking at. All are invited to participate.</li> <li>• The Educational Master Planning website is up to date and lists all meeting dates, agendas, materials and slide decks.</li> <li>• Áse will be doing a cultural audit, assessing the College's existing culture across many dimensions, including communications, fears, participatory governance structures and how people can be engaged or not, transparency, how we work in groups, how we make decisions, etc. Dean Engel said Áse is very flexible and is customizing things to our context.</li> </ul>
<b>6. Upcoming Town Hall on October 15, 2:15-3:30 p.m. (recorded): Call for Items</b>	<p>Cañada College will hold a Town Hall on October 15 from 2:15-3:30pm and Interim President Lopez will moderate. Chancellor Claire will provide a district update and also speak about the presidential search committee and timeline. Interim HR Manager Dr. Marie Billie will provide an update on HR as it relates specifically to the colleges' recovery in spring 2022 as well as hybrid work schedules. Ray Hernandez, Director of Health and Safety, will provide a vaccine/health update and where things are at the county-level and in the college district with the virus. There will also be a Facilities update, VPI/VPSS updates on student services and instruction and the preparations being made for spring enrollment, and a marketing update for spring 2022.</p>

	<p>Interim President Lopez asked the Classified and Academic Senates to develop questions that can be addressed at the October 15 Town Hall.</p> <p>Chancellor Claire will hold a districtwide employee briefing via Zoom on September 22 and will cover the student COVID-19 vaccine policy implementation.</p> <ul style="list-style-type: none"> <li>• A question was asked about enrollment and spacing in the classrooms and Interim President Lopez said there are no spacing restrictions in classrooms right now.</li> <li>• Dean David Reed reported that Building 13 is offline and the course locations are being listed as TBA. The college will have to be strategic about the space. It will be important to have milestones to map out what we plan to do and not change things at the last minute.</li> <li>• Nick Carr asked whether there will be limitations on indoor activities, such as events and sports, with the opening of Building 1. Since basketball games will start up in November, he asked if vaccines will be required for community members who attend. Interim President Lopez encouraged him to ask that question of Ray Hernandez at the Chancellor's district presentation.</li> </ul>
<b>STANDING ITEMS</b>	
<b>7. Associated Students of Cañada College</b>	Derek Lennen, new ASCC rep was introduced. He is in his second year at Cañada and happy to be on PBC. The Student Club Rush is at 4-5pm today.
<b>8. Academic Senate of Cañada College</b>	At its last meeting, the Academic Senate set its annual goals and David Eck reported that there are many goals. He noted that there is a lot of change and a lot of work to do. Interim President Lopez attended the meeting and answered questions. Áse Power Consult will hold a listening session with the Academic Senate at its next meeting on September 23.
<b>9. Classified Senate of Cañada College</b>	Roslind Young reported that the Classified Senate met with Áse Power Consult. The session was informative and there was a lot of positive feedback. There are surveys that they will be forwarded to their membership. Interim President Lopez will join them for a Q&A session at the next meeting on September 23.
<b>10. Guided Pathways</b>	<p>Dean Karen Engel said the college vision for the interest area success teams is coming to fruition. There has been some staffing reorganization, including adding a new retention specialist, Diana Espinoza- Osuna, who will help shepherd the human behavior area.</p> <p>The team is refining the annual plan draft that has to do with Guided Pathways. Each of the Guided Pathways faculty leads will work with their teams on career exploration, documenting student learning and more. They recently had a demonstration of the CRM and the early alert process.</p>
<b>11. Planning Council Reports</b>	<p><u>IPC</u>: Allison Hughes announced that the first meeting is September 17 and they will review one reassigned time proposal and will gather updates on other items.</p> <p><u>SSPC</u>: Dean Max Hartman said the council met on September 8 and will meet again on September 22. There was a review of the transfer plan, an update on the resource request prioritization process, as well as student services updates. The next vaccination popup clinic is on September 21 and they are planning to incorporate a student services element for this outdoor event.</p>
<b>12. President's Update</b>	<p>In order to encourage people to attend the Flex Day sessions in October and April, Cañada plans to close the campus for those two sessions so that all of the campus community can attend. Áse Power Consult will be doing professional development at the October session and there will be an update on the Educational Master Plan.</p> <p>Interim President Lopez has hired an interim Vice President of Administrative Services, Ludmila Prisecar, who has worked at the district office and at CSM as the College Business Officer. She</p>

	<p>will start on September 27 and work through June 30, 2022. Both the permanent President and VPA positions would be filled by July 1, 2022.</p> <p>Campus Tours: The Outreach Office will be holding campus-wide tours so people can see the many changes to campus, including Building 23, Building 1, the new Kinesiology and Wellness Building, remodeling projects in Building 9, as well as the new home of Public Safety and the Business Design Workforce division in Building 22. People are encouraged to sign up for the tours which will be held the last week of September and the first week of October.</p>
<b>13. Matters of Public Interest</b>	<p><b>Ethnic Studies offerings:</b> Gloria Darafshi reported that the college had to cancel all but one Ethnic Studies class and that class has 13-14 students enrolled. She suggests that information be communicated or marketed in order to get the classes. Because it is required for new students and is a part of our local graduation requirement and a CSU requirement, it should be marketed now and advertised that it is a CSU requirement for graduation. Maria Huning suggests using it as a recruitment tool when going out to the high schools.</p> <p><b>Latinx Heritage Month:</b> Today marks the beginning of Latinx Heritage Month and Nimsi Garcia reported that staff have put together an events flyer to promote events. Some of the events will be fun and others will be informative. People are encouraged to share the information with their colleagues, students and community members. A schedule of events with dates and times is being finalized and people may contact Nimsi or Olivia Cortez-Figueroa for information.</p>
<b>ADJOURNMENT</b>	The meeting was adjourned at 3:47 p.m.
<b>Next Meeting</b>	The next meeting will be on October 6, 2021.