



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, April 15, 2020

Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Jeanne Stalker, Diana Tedone-Goldstone, Margarita Baez, Nick Carr, James Carranza, Rachel Corrales, JT Eden, Karen Engel, Salumeh Eslamieh, Max Hartman, Michael Hoffman, Hyla Lacefield, Nick Martin, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Loretta Davis Rascon, Tammy Robinson, Megan Rodriguez Antone, Chantal Sosa, Roslind Young.

Guests and others present: James Aganon, Sarah Aranyakul, Mayra Arellano, Tom Bauer, Leonor Cabrera, Luanne Canestro, Mary Chries Concha Thia, Alison Field, Nimsi Garcia, Mary Ho, Allison Hughes, Jessica Kaven, Ray Lapuz, Monica Malamud, Aaron McVean, David Meckler, Joan Murphy, Ami Smith, Michael Stanford, Rebekah Taveau, Lezlee Ware.

AGENDA ITEM	CONTENT
<p>1. Welcome and Approval of Minutes</p>	<p>Meeting called to order at 2:15 p.m.</p> <p>ACTION: A motion to approve the Consent Agenda was made. Motion passed.</p>
<p>2. COVID-19 Response</p>	<p>Student Needs:</p> <ul style="list-style-type: none"> • <u>Gift Cards for Students:</u> The district continues to provide gift cards to students who have identified as food insecure. Across the district, 746 students have received either a \$75 or \$150 live gift card to Safeway. About 600 of those students received them in March and the April cards are being sent now. Interim Chancellor Claire wants to continue the card distribution through May, so there will be at least one more distribution. There are conversations about using some of the CARES money coming in to the district and other aid that may be available to help beyond May. Jai Kumar is coordinating the effort and getting the gift cards and working with bookstore employees who are working from home to do the mailings. They looked into Safeway electronic gift cards, but the electronic cards require printing. For this month and next, the SMCCCD will be mailing out the live gift cards while they continue to look at options for sending electronic gift cards. Adolfo Leiva reports positive responses from the Canada students. • <u>Second Harvest Food Distribution:</u> For the second week in a row, the district has been holding the Second Harvest food distribution in the CSM Beethoven parking lot. Adolfo Leiva has been the point person working with Second Harvest to provide logistical support as well as being onsite during the food distributions. Tom thanked Adolfo for all of the work he is doing. During the first week, 400 were served on April 3rd and on April 10th, food was given out to 600 people with far more students being served than during the first week. They are hoping to serve 700 people on Friday, April 17th. President Moore, along with Vice Presidents Robinson and Pérez, worked both events. The district has been cautious about advertising because they want to make sure they have enough for the food insecure students and other groups. They are committed to hold the food distribution through May 29th but it will likely go beyond that date. They may duplicate the

effort at the other colleges, although it will depend on whether Second Harvest can prepare enough food boxes. It will also depend on the ability of Public Safety to set up parking lots at the other two colleges and their concerns around staffing multiple events.

- **Textbooks:** Vice Chancellor Bauer wants to alert people that textbook orders for summer and fall classes are coming in. Some faculty are still ordering textbooks rather than transitioning to inclusive access. He will reach out to the Presidents, Vice Presidents of Instruction, Vice Chancellor McVean and others to let them know about the problem. If faculty need assistance getting their classes transitioned to inclusive access, Jai Kumar can help with the process at Cañada.
- **Donations:** The Classified Senate offered to assist by doing fundraising or encouraging donations. Tom said that Second Harvest does accept donations and staff can designate their donation to go to the food distribution effort. The district is using funds that the Board of Trustees made available in the amount of \$1 million at the beginning of the fiscal year 2019-20. Since November, they have spent \$400,000. The SMCCC Foundation just emailed all employees requesting donations for emergency student needs.

Student Survey Responses and Follow-Up:

Student Survey results were shared at the April 10th Town Hall. All of the data has been shared with college leadership and survey results are posted on the PRIE website. A series of 12 questions were developed with the sister colleges and the questions were sent out across the district by email and text. The survey was conducted between March 27th and April 3rd. More than 4,000 Cañada College home campus students received the questions and 23% or 942 students responded. Male students were the only underrepresented group in the survey. The survey results were reviewed and some of the responses were discussed:

- Of the respondents, 44% found online instruction to be challenging, 46% said it was easy and 10% are already online. It is very challenging for low-income students.
- Only a very few students did not have internet access, so IT was able to provide hotspots very quickly and they were able to distribute Chromebooks to those who needed computers.
- The survey reported that 80% of students are accessing their online instruction with a computer or laptop, but 11% are using their phones and 5% are using Chromebooks. Some were concerned about running out of data on their cell phones. The majority of students are reading their SMCCCD email.
- Of those surveyed, 65% said they were not planning on withdrawing from classes, 11% said they are planning to withdraw and 17% are unsure. When asked if they were likely to enroll in summer classes, 22% said they are unlikely to enroll in summer classes, 30% are very likely to enroll and 26% are somewhat likely, so if those two groups do enroll, the college will meet its targets for summer.

Alex Claxton in the PRIE office developed a map showing the locations of the respondents and the information has been provided to Marketing and Outreach. The Welcome Center team has been following up with students.

Staff and Faculty Access:

- **Campus Access Update:** The county is still under a shelter-in-place order with additional restrictions, through at least May 3rd. At that time, they may develop timelines for staged lifting of shelter-in-place orders, but we will be in a situation of controlled access until then. Classified staff had access to their workspaces during the week of Spring Break which was followed by faculty access during the week of April 6th. Ongoing access will be provided for essential services, such as payroll and mail collection. Any other requests must go through the employee's supervisor, VPs and the President and then eventually to Vice Chancellor McVean for review. Once approved, the request is entered into an

	<p>access calendar for Public Safety to review. Facilities must then be brought in so they can deploy resources to sanitize afterward. In addition to Public Safety and Facilities staff, ITS staff are on campus to provide student technology distribution and support. ITS is also providing support for faculty and staff from their district office location.</p> <p>Student access operations have been done. The operations branch meets on Monday-Wednesday-Friday and they require an operations plan and there is coordination of logistics with Public Safety, Facilities and the Health Branch Director, Emily Barrick. It is a very systematic and scheduled procedure.</p> <p>Another round of access is not being discussed, although if there is a large group of students requiring access, then the requests would run through Operations and it would take place pretty quickly. Operations is not doing blanket access at this point, however as the end of the semester nears, the campuses may provide general access at the end of May so that students can remove their things and empty lockers. Occasionally, there are individual requests coming in from students, so they need to work through the division dean or faculty member to obtain permission to retrieve their items.</p> <ul style="list-style-type: none"> • <u>Software for Students</u>: Access to software over the past couple of weeks has been provided to students and they continue to refine the guidelines on how to deploy some of the technology needed to finish the semester. • <u>Grading Policy</u>: A guidance memo about grading has been drafted and will go out district-wide to all faculty, staff and students so everyone knows the policy implementation. • <u>Summer Instruction</u>: Summer instruction will be online and a lot of work is being done on the process. It may potentially impact some students and not others. An emergency addendum to the Distance Education plan will be submitted to the Interim Chancellor's office for any curriculum that needs to be delivered online. • <u>Fall Instruction</u>: Based on some of the Governor's messaging, the state or county will slowly begin to lift shelter-in-place orders. There will be detailed directions about how that would be done and that will influence what we do for the fall semester. • <u>Working from Home</u>: The district is working on a process to request office technology and office equipment. If people have a documented accommodation, they need to be in touch with their supervisor or dean, as well as the Human Resources Department. There may be new requests that are submitted and those will be addressed.
<p>3. Resource Request Prioritization</p>	<p>VP Mendoza emailed a consolidated resource request list to the PBC with the division/department rankings in order of priority. When the list was developed, each area was asked to see if they could find alternate funding to cover these items as a previous step. The items that remain on the list are requesting new Fund 1 funding to cover these items. The rankings are reviewed looking at the two critical questions:</p> <ul style="list-style-type: none"> • Contributes to closing the equity gap • Contributes to supporting Latinx student success <p><u>Administrative Services</u>: There was no input provided on the Administrative Services request so it will be reviewed at a later date.</p> <p><u>STEM Division</u>: The STEM Department is requesting Chemistry equipment. Roslind Young said it contributes to students being able to work individually instead of in groups of two or four and can help with their confidence in the lab. It closes the equity gap and while it does not directly support</p>

	<p>Latinx student success, it does support students, so it is marked with an asterisk. The PBC approved with a Yes and Yes* vote.</p> <p><u>Counseling Division:</u> Replacement computers for the Transfer Center are requested because the current computers are too slow. Newer computers would support students, not just to achieve their goals for transfer, but for other purposes. The request would close the equity gap around completion and transfer goals for disproportionately impacted students and it does support Latinx student success. PBC approved the request with a Yes and Yes vote.</p> <p><u>Financial Aid Department:</u> This is an hourly budget request to augment the Financial Aid hourly staff compensation for PSC-level work as they need the additional support and staffing. While other staff requests go through the staff and faculty staff process, those only consider full-time and part-time positions. VP Pérez clarified that the request is not for any person or any position, but is for the office in general and allows the manager to assign the work. The threshold is PSC-level and it has to do with the data that is being handled and maintained. Financial Aid helps with closing the equity gap and the department supports Latinx student success. PBC approved the request with a Yes and Yes vote.</p> <p><u>International Students Department.</u> This is a request to increase the International Department's Central Duplicating budget and produce recruitment materials. VP Robinson reported that the department may need to update/upgrade its marketing materials, especially now. She feels it does close the equity gap in a broad sense so that that population of international students would feel more comfortable coming back to the US and feel safe on campus. PBC approved the request with a Yes* vote that it closes the equity gap for everyone and Yes on supporting Latinx student success.</p> <p>The review of the remaining requests will be done at the next PBC Meeting on April 29th.</p>
<p>4. Budget Update</p>	<p>VP Mendoza presented a budget development update and the process remaining for the tentative fiscal year 2020-21 budget. The colleges are waiting for the District Office to provide the revenue projections that will be used for the tentative budget. Things have changed dramatically in the last few weeks due to COVID-19. In January, the colleges were expecting the usual increase in revenues under Fund 1. The district is working on three budget scenarios and when the colleges get those, we will have a better understanding of what to anticipate. It looks like the revenues will be impacted in a negative way in the next three years, so when we get these numbers, the colleges will do their multi-year projections. At that time, the PBC can discuss which personnel and request items would then be funded for next year.</p>
<p>5. Strategic Enrollment Management Plan Update</p>	<p>Strategic Enrollment Management Plan Update: Robinson and Engel Vice President Robinson and Dean Engel reported that the PBC approved the Strategic Enrollment Management plan at the March 18th meeting and the full plan has been posted to the PBC website. At the March 18th meeting, the PBC discussed creating an addendum that identifies any urgent needs that have emerged as a result of COVID-19. They propose reviewing the strategies adopted at the last meeting and selecting those that appear most important at this time in order to create a draft addendum. Nine strategies were selected and the "A" indicates addendum.</p> <p><u>A-1 Provide support to currently enrolled students.</u></p> <ul style="list-style-type: none"> • Continue to provide technology, internet access, and applicable software. • Continue to connect with students. The Welcome Center staff has assisted. They will continue to do surveys and follow up with students afterward. • Launch a proactive persistence campaign and think about recruitment, retention and persistence in a different way.

	<ul style="list-style-type: none"> • How do we keep all programs, services and teaching going when campuses close? <p><u>A-2 Provide support to faculty to teach online.</u></p> <ul style="list-style-type: none"> • A survey has been sent to faculty to see what their needs are. • They are looking at software packages to help faculty provide quality online education. • Online training will also continue. <p><u>A-3 Provide support for Classified Staff.</u></p> <ul style="list-style-type: none"> • Provide online training so staff will know how to answer questions and how to assist students. <p><u>A-4 Launch major outreach and marketing effort to new and existing students</u></p> <ul style="list-style-type: none"> • Currently, a team is working on the website and there should be continuous website development to make sure the site is updated and that all information is comprehensive and current. • How do we engage our spring 2020 high school graduates? Now that they cannot attend their four-year colleges, would they consider community colleges? • How to engage the recently unemployed with certificates (short-term certificates) and possibly holding a virtual job fair, so we can train people, give them hope and hopefully a job. • Reach out to students who have stopped attending. <p><u>A-5 Launch Success Teams</u></p> <ul style="list-style-type: none"> • Make sure students have at least one point of contact, in addition to faculty, so they can feel connected to the College. <p><u>A-6 Create a 100% online Summer Schedule</u></p> <p><u>A-7 Schedule some short-term CTE certificate programs that can be completed in one to two terms</u></p> <p><u>A-8 Improve on-boarding of new students</u></p> <p><u>A-9 Scale and coordinate engagement of community partners around the College's strategic enrollment management objectives.</u></p> <p><u>Additional Comments/Suggestions:</u></p> <ul style="list-style-type: none"> • Mayra Arellano is working with counselors to prepare information for students. Concurrent enrollment classes are being promoted for summer and fall and information will be shared on Connect to College and PEP. Cañada will be hosting its annual Connect to College as a virtual event on May 14th. • Continue to do outreach to high school counselors and email parents of high school students to let them know that Cañada College is an option for students. <p>The addendum will be presented to PBC for adoption at the April 29th meeting.</p>
<p>6. Participatory Governance Survey</p>	<p>While the development of the Participatory Governance Survey is important, people are supportive of discussing it at a future date.</p> <p>ACTION: A motion was made to postpone the Participatory Governance Survey until next year. Motion passed.</p>
<p>7. Committee Structure Task</p>	<p>The Committee Structure and Participatory Governance Task force continues to refine what was brought forward from the March 18th PBC Meeting. Dean Carranza reviewed the PowerPoint which</p>

<p>Force Recommendations</p>	<p>includes the task force charge, definitions for committee structure, the bylaws template and the committee/college climate template and the committee reporting structure.</p> <p>Proposed Action</p> <ul style="list-style-type: none"> • PBC adopts proposed Definitions for Committee Structure. • College Committees use College Committee Bylaws Template. • College Committees use 3-year plan template to align with and support Education Master Plan (EMP) and Strategic Enrollment Management (SEM) Plan. • College Committees use participatory, representative membership. <p>The college plans would align with the goals and objectives of the larger strategic college plans, the Education Master Plan and Strategic Enrollment Management Plan.</p> <p>Dear Carranza reviewed the plans that are associated with certain committees and the three-year plans that committees are responsible for. The plans need to fulfill college objectives and goals and the committee would also solicit feedback and report back to the PBC.</p> <p>The recommendations will be presented as a proposal at the next PBC meeting.</p> <p>ACTION: There was a motion to act on the proposal at the April 29th PBC meeting. Motion passed.</p>
<p>STANDING ITEMS</p>	
<p>8. Guided Pathways</p>	<p>The Steering Committee has decided on two items that they would like approval on:</p> <ol style="list-style-type: none"> 1. Updates on the Guided Pathways website and outreach promotional materials are being done, which will highlight and advertise the College's interest areas for new students coming to Cañada. They have worked on the draft text and language. 2. The four interest area groups, are: Human Behavior and Culture; Art, Design and Performance, Business and Science & Health. They have been meeting all semester defining the roles of a success team and best practices. The success teams will focus on case management, connecting with students, making sure students get into the interest area and classes they need to progress on that pathway and then get to some kind of completion. Success teams may include staffing recommendations such as an interest area counselor, a retention specialist, a program services coordinator, a team of peer mentors and possibly instructional faculty. <p>ACTION: A motion was made to approve the Guided Pathways plan. Motion passed.</p>
<p>9. Planning Council Reports</p>	<p><u>IPC</u>: There was no update to report.</p> <p><u>SSPC</u>: Dean Max Hartman presented an update on COVID-19 at the SSPC Meeting that was held on April 8th.</p> <p><u>APC</u>: There was no update to report.</p>
<p>10. Proposed new or renewed grant and categorically-funded positions</p>	<p>Biology Professor Carol Rhodes, Georganne Morin and Marcella Grant were congratulated for their work in obtaining the new Trabajo Grant, a \$1.6 million grant that spans five years. VP Mendoza has not been notified of any other new grants that people would be applying for.</p>
<p>11. President's Update</p>	<p>President Moore presented highlights from her President's Report, which will be posted to the PBC website:</p> <ul style="list-style-type: none"> • The district received CARES Act - Federal Stimulus funding. The allocations for the three colleges for the CARES funding, which is the higher education emergency relief fund, and the

	<p>emergency financial aid grant for students was shared. There is \$549,000 in emergency grant aid for the neediest students, district-wide.</p> <ul style="list-style-type: none"> • The Enrollment Services Committee is going to work on the funding criteria and disbursement plan for the release of those funds, which will be done as quickly as possible since there are 45 days left in the semester. • The announcement was also made at the statewide chancellor's webinar, which is held every Wednesday. • Once the funding criteria is determined, President Moore will share it campus-wide and with the Financial Aid office.
12. Matters of Public Interest	There were no matters to report.
ADJOURNMENT	4:23 PM