



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, May 6, 2020

Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Jeanne Stalker, Margarita Baez, Nick Carr, Rachel Corrales, Loretta Davis, JT Eden, Karen Engel, Max Hartman, Hyla Lacefield, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Tammy Robinson, Megan Rodriguez Antone, Chantal Sosa, Roslind Young.

Members absent: James Carranza, Salumeh Eslamieh.

Guests and others present: Milena Angelova, Tom Bauer, Alex Claxton, Mary Chries Concha Thia, Nimsi Garcia, Jessica Kaven, Adolfo Leiva, Sarita Lopez, Joan Murphy, Matais Pouncil, Carol Rhodes, Diva Ward.

AGENDA ITEM	CONTENT
<p>1. Welcome and Approval of Minutes</p>	<p>Meeting called to order at 2:16 p.m.</p> <p>Consent Agenda Correction: A correction was made to the April 29th minutes to reflect Matt Lee's correct title, which is Interim Athletic Director.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Hyla Lacefield and seconded by JT Eden. Motion passed.</p>
<p>2. Auxiliary Services Update</p>	<p>Vice Chancellor Tom Bauer provided an Auxiliary Services Update:</p> <p><u>Food Distribution:</u> The district has been partnering with Second Harvest Food Bank to distribute food to students and the community for the past five weeks and the number of families served continues to increase. On May 1st, 700 families were served and, unfortunately, 150 cars had to be turned away because they ran out of food. There has been a lot of recognition for the program and elected officials are sharing the information. No advertising has been done, so it is all word of mouth. Adolfo Leiva is working closely with Second Harvest and they hope to have more food on Friday, May 8th. The district is committed to holding the food drive through the summer and is making all resources available to continue supporting it. Overall, 3,200 families have been served and 124,000 pounds of food have been given away, offsetting \$186,000 in grocery expenses with 39 pounds of food picked up per family. Many volunteers, including district managers, assist each week. A team of managers from United Airlines has also joined the volunteers. Tom thanked Adolfo Leiva along with Public Safety and Facilities for their efforts to make the food distribution program possible.</p> <p><u>Gift Card Distribution:</u> The district is serving students who have identified as food insecure with gift cards to Safeway. Jai Kumar, Faamanu Alala and Claudia Rosales with the Cañada Bookstore have sent between 700-800 Safeway gift cards each month to students since March. Adolfo Leiva (Cañada), Tabitha Conway (CSM) and Michelle Bautista (Skyline) are the points of contact for the program and they, along with their counterparts in Financial Aid, work with each student who comes forward. The Chancellor has said the gift card distribution can continue through May and there will be discussion on how to handle things over the summer. The Food Insecurity Program</p>

	<p>was given \$1 million to help students and by the time summer is over they likely will have spent about half of that. There will be about \$500,000 available to use for the fall but there are no funds allocated beyond fall. The Foundation has been asked to make food insecurity a priority in their fundraising efforts.</p> <p><u>Access for Students:</u> Colleges will be operating in some form of hybrid model for fall and inclusive access is encouraged. The Bookstores will have a few employees at each site to help students get what they need for summer and to help plan for fall. It is not known if there will be any face-to-face operations, but the Bookstores can continue to ship materials to students and provide inclusive access. There may not be enough Chromebooks for students that need them and Chromebooks are not suitable for some types of programs. Tom is working with the campus' Financial Aid Directors on a proposal for a computer purchase program.</p> <p><u>Building 1 Update:</u> Tom commended Katie Perkins and Erik Gaspar, who represented Cañada's KAD faculty at a construction planning meeting with Swinerton. They, along with Matt Lee and James Carranza, finalized the programming for Building 1, second floor. They are ready to start procuring equipment which should be installed beginning in December or January.</p>
<p>3. Program Review Improvements for 2020-21</p>	<p>Diana Tedone-Goldstone and Dean Max Hartman said that the Student Services and Instructional Joint Program Review Improvement Task Force is working on program review revisions for next year. They have developed agreements to change the program review cycle to every three years for instructional and student services program reviews. Career Technical Education (CTE) would hold its program review every four years with a two-year update. They have also been working on updating the resource request portion of program review.</p> <p>The Student Services Division has not officially approved the Student Services program review revisions because they need to be reviewed first by SSPC at its next meeting. Task force members Adolfo Leiva, Andy Cuevas and Lorraine Barrales-Ramirez were recognized.</p> <p>The Joint Program Review Task Force will hold another meeting on May 8th where they hope to review the Instructional program review questions as well as the resource prioritization rubric.</p>
<p>4. Progress Report on the 2019-20 College Annual Plan and Priorities</p>	<p>VPSS Manuel Pérez provided an update on this year's Annual Plan which is centered on the Guided Pathways – or “Coltivate” College Redesign - strategic priority projects. Great progress has been made on all of the projects.</p> <p><u>Highlights:</u></p> <ul style="list-style-type: none"> • The first phase of the CRM will improve the matriculation process and it goes live on June 15th. Training will be held over the summer and fall for users. Considerable success has been made with PEPs (Priority Engagement Programs). For the first time this spring, students are completing all three steps in the matriculation process, orientation, placement and the initial counseling appointment, in one stop. The College was able to do this process remotely and align it with the College's new Interest Areas. The Counseling Department and the Welcome Center were very involved in accomplishing these goals. • Interest Areas and Program Maps are completed. By July 1, students should be able to review their course program and get a sample SEP for the major they are contemplating using the online program mapper tool. More than 148 program maps have been uploaded. Most program maps are two-year maps, although some programs of study which require more of units due to CSU and UC requirements, show three-year maps. Beta testing will be done by counselors in June. The program will go live and then feedback will be provided by faculty starting in August. Faculty who were reassigned to do this work and the Classified co-leads of the Guided Pathways group developed both

	<p>the Interest Areas as well as the Program Mapper were recognized.</p> <ul style="list-style-type: none"> Academic support systems and best practices were reviewed, particularly around First Year Experience (FYE), and where the college wanted to be beyond Fall 2019. The group reviewed the Resource Allocation Model to determine how to support the various ideas and frameworks. The Writing Center was established and the group looked at the tutoring component, embedding tutors in English and math classes to support the implementation of AB 705 mandates to support students in transfer-level co-requisite courses. The FYE highlights were reviewed and include continued discussion of thematic GE courses to align with Interest Areas, scaling up peer mentorship to see how peer mentors would support the Success Teams, imbedding financial literacy and case management. The group looked at its past, current and potential relationship with Sequoia Union High School District around Dual Enrollment and Middle College opportunities. The progress was marked by the launch of the College's Director of High School Transition and Dual Enrollment position, which has been filled by Mayra Arellano beginning July 1st. Cañada College will begin using a tool called My Majors, which is already in process and being used at Skyline College. It will help students think about their interests and values, aligning those with majors that Cañada offers and careers that are connected. The College will go live with the program this summer. A spring job fair was held and it was aligned with the interest areas, further reinforcing the Guided Pathways message. A virtual job fair will be held this summer, which will also align with the College's interest areas. Max highlighted a Career and Life Exploration course, Career 137, held Monday-Wednesday-Friday and it is in line with the College's ASAP replication.
<p>5. Report and Recommendations from the PBC Task Force on a College Scorecard (Updating the Institution-Set Standards) and Creating an Annual Plan for 2020-21</p>	<p><u>Scorecard Update and Updating the Institution-Set Standards:</u> Max Hartman and JT Eden reported that the task force met several times to talk about the metrics they wanted to set as institutional set standards. Many of the metrics and definitions were adopted from the Chancellor's Office Student Success Metrics and relate to student equity, the Chancellor's Vision for Success and other programs like Adult Education and the Strong Workforce Program. The goals, which will be more aspirational, need to be completed and brought back to PBC for review and approval. Max recognized JT, who is the student rep on the task force, for his work on the project. JT is a Middle College student and he will be going to UC Davis next year.</p> <p><u>Annual Planning and Aligning College Plans:</u> Mary Chries Concha Thia presented the recommendations from the Task Force on Committee Structures and Annual Planning. The Task Force recommended (and PBC approved at its previous meeting) that the college participatory governance and committee structure, roles and composition but updated. In that the responsibility of each college-wide committee is now the development, vetting and monitoring of a special, college plan (by topic), the Task Force recommends that each Committee aligns and compare all the goals and objectives of the Educational Master Plan and the Strategic Enrollment Management Plan with their Committee Plan(s). At its last meeting, the PBC adopted the proposed participatory governance definitions as well as changes to the College participatory governance structure with the respect to the responsibilities and reporting structure of college committees. The Task Force will continue working on the College committee bylaws and plan templates in the fall and bring them to PBC for consideration and approval.</p> <p><u>Timeline for the Annual Plan:</u> Jessica Kaven reported that the College is currently in Year 3 of its five-year Education Master Plan (EMP). In the fall, the college will be in Year 4 at the same time that it launches Year 1 of</p>

	<p>work on the Strategic Enrollment Plan. By Year 5, the College will complete its current EMP and plan for the launch of the new EMP, which will go from 2022-2027. Given the circumstances in Year 3 and move to remote learning, the Task Force suggesting taking more time to develop an annual strategic plan which can effectively operationalize the elements of the EMP and SEM for the 2020-21 academic year.</p> <p>The Task Force would like PBC consider the following recommendations:</p> <ol style="list-style-type: none"> 1. Assign tasks that will align the EMP and SEM and other plans to the Summer Leadership Retreat participants, including faculty, staff, students, and administrators. 1. Leadership Retreat participants present “Year 4” operational plan to College Councils for feedback and refinement in early fall 2020 2. PBC approves “Year 4” operational plan in fall 2020 <p>ACTION: A motion to approve the task force recommendations was made by Roslind Young and seconded by Hyla Lacefield. Motion Passed.</p>
<p>6. Aligning Budgeting with College Strategic Priorities, Budget Projections and Resource Request Funding Update</p>	<p><u>Strategic Enrollment Management:</u> VP Tammy Robinson reported that work is being done around maintaining clear and accurate degree program mapping. Many priorities have shifted as a result of COVID-19, but the College has been working to improve processes and make sure that students have clear pathways to their career and educational goals. An online course offering pattern that supports 100% online degrees and certificates is being created. The College now has an updated Strategic Enrollment Management Plan and is well on track to continue to assist students.</p> <p><u>Guided Pathways:</u> VP Manuel Pérez mentioned previously that work has been done on Guided Pathways, Annual Planning and the “Coltivate” Program and that it will be important to ensure that the priorities identified in these plans and initiatives are supported by resources.</p> <p><u>Budget Projections and Resource Request Funding Update:</u> VP Graciano Mendoza shared the district’s revenue projections for the coming year.</p> <p><u>Overview of Recent Changes to the Economy</u> Earlier this year, the district had prepared preliminary revenue projections anticipating a strong fiscal year for 2020-21 with a 6.5% increase in revenue from assessed property value for three years. Along with projections on international and non-resident student tuition and interest earned, it amounted to about \$1 million. Due to COVID-19, there is now uncertainty and the local impact is unclear. VP Mendoza reviewed 30 years of data showing assessed value of taxable property in San Mateo County and there has been a steady increase in assessed value in the last few years. The economic recession in 2008-09 lasted 18 months but the assessed value of taxable property did not decline until 2010-11 and then began to increase after that. Historically, there has been a 12- to 18-month lag from when the recession starts before it affects the assessed value.</p> <p><u>Multi-Year Projections</u></p> <ul style="list-style-type: none"> • Scenario 3 (best-case scenario, lowest risk): There is a moderate increase of \$486,000 in Year 1 (2020-21), an increase of \$300,000 in Year 2 (2021-22) and an additional \$591,000 in Year 3 (2022-23). • Scenario 2 (medium risk). There is an increase of \$424,000 in Year 1, an increase of \$193,000 in Year 2 and in Year 3 there is a structural deficit of \$66,000 • Scenario 1 (high risk, worst case): There is an increase of \$362,000 in Year 1, a projected deficit of \$1.2 million in Year 2 and a projected deficit of \$2.9 million in Year 3.

Recommended Financial Strategies

VP Mendoza recommends the following:

- Build next year's planning around Scenario 2 (medium risk)
- If there is any new projected revenue for next year, the recommendation is to allocate it on a one-time basis and not an ongoing basis because of the uncertainty we are facing.
- Implement a review of positions at the VP Weekly Meetings for any vacancies as they occur to determine the appropriate, strategic timing of when to fill vacancies.
- As the College develops the budget for 2021-22, which would be in January-March 2021, we will be within 18 months of the onset of COVID-19. By then, there should be better data and more information on the state and local economy. The College could reassess and determine if it will be able to allocate the \$424,000 on an ongoing basis or, if things are going toward the negative side, determine if those funds should be utilized to mitigate any budget shortfall.

Requested Resources and Other Financial Considerations

Regarding resources that have been requested this year, both on the personnel and operational sides, the dollar value in new personnel is 8.33 FTE, which is approximately \$1 million. On the operational side, we received \$1.3 million in requests, \$614 were on one-time basis and \$693 on an ongoing basis. Altogether in new requests received this year, we received \$2.3 million. These are net numbers and do not include the items we found alternate funding for. There are also other needs that were identified during the year.

VP Mendoza gave a quick summary of other financial considerations:

1. There is great uncertainty around state-level funding. While the SMCCCD is community-funded, the district still receives state-level funding for categorical grants such as the lottery grant, Guided Pathways, AB19 (Promise), Student Equity and Achievement Program (SEAP) and EPA funds, so there may be reductions next year or the year after. VP Mendoza listed it as a 15% reduction or approximately \$428,000 that the College might have to figure out how to resolve.
2. Terminating Grants: there has been discussion about the \$1.6 million in grant-funded positions that end in the next two years. The College is still trying to resolve this issue, but it is a financial consideration.
3. Facilities and equipment refresh, lab tech refresh, PC tech refresh, listed as annual amounts. Assuming that equipment is replaced on a five-year cycle, the amount of \$360,000 would be needed to accomplish next year's refresh cycle.
4. In summary, there is a potential identified need of more than \$5 million keeping in mind that the College is only expecting \$404,000 additional funds on a one-time basis for next year.

Resource Request Funding Plan for 2020-21

In light of COVID-19, the College's Student Services and Instructional Offices have identified a list of high-priority positions that would be funded on a one-time basis for 2020-21. The proposed positions are:

- One Instructional Designer
- Two Distance Education Coordinators
- One Instructional Technologist
- One Curriculum Specialist

Next steps: For FY 2020-21, include one-time funding of \$404,000. We should know by August what the carryover amount of one-time remaining funds is for next year.

	<p>The College recommends using the one-time funds for the technology refresh, the lab refresh and urgent facilities updates. If funding remains, the College would review the resource request list to see what else might be funded on a one-time basis. It was noted that some, but not all, of the high-priority items were part of the resource request process.</p> <p><u>Lottery funds</u>: A question was asked about whether the lottery funds are ongoing every year or every other year. VP Mendoza clarified that there is a formula that the state utilizes that calculates lottery funds based on FTES and every year colleges receive funds based on that. The colleges get to keep any funds that are unused at the end of the year. So, there are two different categories of funds – one is carryover and one is what is generated from enrollment.</p> <p><u>Property Values</u>: A question was asked about property values in San Mateo County, which have increased 6.5% with no indication of a loss. VP Mendoza confirmed that he looked at the county’s audited financial statements, which list the taxable assessed value of properties each year. In looking at reports from the Great Recession of 2008-09, there was no decline that year or in 2009-10. The decline occurred in 2010-11 and was 1.5%. If those assumptions hold, the district does not expect to see a decline this year or next year, but would expect to see it two years out. This recession caused by COVID-19 is very different from the past, but this is the only data that is available at this time.</p>
STANDING ITEMS	
7. Guided Pathways	The update was provided under Items #4 and #6.
8. Associated Students of Cañada College	ASCC student body elections were held on April 17. Earlier this year, the bylaws were amended and now the ASCC executive officers are elected by the senate. On April 30, the new executive board was elected. The ASCC President is Adrian Afif and the Vice President is Chili Montian. The ASCC held a Zoom Earth Day event in April. People from the district and Peninsula Clean Energy presented information on sustainability and the environment and a lot of student leaders participated.
9. ACES Committee	There is no update to report.
10. Planning Council Reports	<u>IPC</u> : There is no major update to report. The council is currently looking at reassigned time. <u>SSPC</u> : There is no update to report. The council will hold its final meeting next week. <u>APC</u> : There is no update to report.
11. President’s Update	<ul style="list-style-type: none"> • President Moore recognized all faculty, classified staff, vice presidents and deans for their participation in all of the different college processes and for the work that was accomplished this past academic year. • President Moore thanked the students and faculty for their resiliency and flexibility as the college moved to online instruction during the pandemic. She congratulated JT Eden on his acceptance to UC Davis. • Jeanne Stalker was thanked for her work with the Classified Senate and Diana Tedone for her work with the Academic Senate. Faculty, staff and administrators will be working hard over the summer to be ready for fall.
12. Matters of Public Interest	The Chancellor’s District-Wide Virtual Town Hall Meeting is being held this afternoon from 3:30-4:30 and all are encouraged to attend.
ADJOURNMENT	3:50 PM