



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, December 2, 2020

Via Zoom

Regular Meeting: 2:00 – 4:15 P.M.

Members present: Jeanne Stalker, Diana Tedone, Margarita Baez, Nick Carr, James Carranza, Rachel Corrales, Loretta Davis Rascon, Karen Engel, Denise Erickson, Salumeh Eslamieh, Nimsi Garcia, Hyla Lacefield, Ray Lapuz, Mari Managadze, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Tammy Robinson, Megan Rodriguez Antone, Chantal Sosa, Roslind Young.

Members absent: Max Hartman.

Guests and others present: Wissem Bennani, Julian Branch, Mary Chries Concha Thia, Joshua Forman-Ortiz, Mary Ho, Maria Huning, Debbie Joy, Matt Lee.

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 approve the consent agenda was made by Dean Hyla Lacefield and seconded by Peggy Perruccio.</p> <p>Motion passed.</p>
<p>2. Personnel Resource Request Presentations Preparation</p>	<p>The Personnel Resource Request Presentations will be held on December 3 and 4. The EOPS presentation will be moved to December 3 at 3:40pm and Friday presentations will begin at 2:30pm. All position proposals and the presentation schedule are posted on the PBC website under Personnel Resource Request Process.</p>
<p>3. FY 2020-21 Carryover Funds Update and COVID-19 - Emergency Preparedness Expense Summary</p>	<p>VP Graciano Mendoza provided an update on this year's use of carryover funds. After Fund 1 money is allocated to salaries, benefits, capital outlay, supplies and materials, any unspent money is carried over to the next fiscal year. This can include any unspent money from position vacancies and unspent operating expenses. This year, due to the pandemic, there were fewer conference expenditures. The remaining funds are consolidated into a net amount and carried over to Year 2. At the beginning of each year, carryover funds are re-allocated based on the needs of the college and are one-time funds only.</p> <p>Carryover Summary for 2020-21:</p> <p>In 2019-20, more than \$4 million was carried over. \$1.6 million was allocated to cover expiring grants and their salaries and personnel. The College is working with HR on a mini-managed hire process and with effected employees to find positions throughout the district where the funding is available. The managed hire process takes a while, so \$1.6 million was set aside to help.</p> <ul style="list-style-type: none"> • Personnel resource requests came through and \$646,000 in temporary positions were funded on a one-time basis. • \$200,000 was set aside for operating requested resources • \$316k was allocated for technology refresh. Previously, the College could rely on bond funds to support PC/lab refresh projects, but that money has been expended so Fund 1 money had to be set aside for that. Additionally, \$100,000 in contingency funding was set aside toward working in a remote work environment.

	<ul style="list-style-type: none"> • \$650,000 was set aside to cover a Facilities refresh/replacement of furniture and equipment. <p><u>COVID-19 and Emergency Preparedness:</u></p> <ul style="list-style-type: none"> • \$490,000 was set aside for faculty and staff MOU-related expenses. • \$125,000 was set aside for Emergency Preparedness. The College is working directly with the district office as supplies are needed for the College. At the beginning of the year, it was unclear how much would be needed for possible COVID-19 funding, so \$220,000 was set aside. <p>To further clarify, any unspent monies that are generated this current fiscal year for vacancies, become next year's carryover. Because of the uncertainty for next year, both economically and due to the effect of the pandemic, the College is taking a conservative approach by conserving unspent funds so the College has resources for next year to deal with any unforeseen expense.</p> <p>COVID-19 and Emergency Preparedness Expense Summary VP Mendoza reviewed where funding is coming from, what types of expenses have been incurred and what expenses are expected this year. The one-time carryover totaled \$835,000. Funding was also set aside out of Fund 3 and included CARES and Block grant funding allocated as follows: \$197,000 used toward the faculty/staff MOU and \$103,000 for general COVID-19 expenses. The combined total budget is \$1.1 million that has been set aside for these expenditures.</p> <p>The actual expenses as of November 1 that were reported in Banner were \$315,000 for the MOU, \$133,000 related to QOTL training, \$60,000 for hotspots and \$92,000 for substitutes for faculty who went on leave due to the pandemic. As of November 1, those expenses were \$600,000. We anticipate expenses through the spring semester</p> <p>Anticipated Expenses</p> <ul style="list-style-type: none"> • Faculty/Staff MOU agreements: Once those are approved, more expenditures are expected in the spring. • Emergency Preparedness: We had \$125K and we expect that budget to be fully expended by year end. • QUOTL training: More expenses are expected, but it is difficult to estimate at this time. • Athletics: The estimated expense for COVID-19 testing requirements for competitive athletics is \$410,000, but it is possible that the number may change. • Hotspots: More expenses are expected, but it is difficult to estimate at this time. • Substitutes for Faculty Leaves: More expenses are anticipated. <p>Currently with these projections, the College expects to come in very close to its full budget. If expenses come in higher, the College will look toward finding funding sources to cover the difference.</p> <p>Vacancies A big part of the carryover is generated from vacant positions and a lot of departments need to fill those vacancies. VP Mendoza presented a timeline with the budget development milestones.</p> <ul style="list-style-type: none"> • January: Colleges receive Governor's proposed budget. • April/May: The College expects to receive the District's revenue projections related to assessed value of property. • May: Update provided on the state budget. <p>As the College determines which openings there are, information provided in January and May will help determine what can be spent. The District closes its fiscal books in early August 2021 so the College can then determine its budget.</p>
<p>4. Student Engagement</p>	<p>Of the 6,151 enrolled students at Cañada College, including those that dropped their classes, 611 responses were received, which is 10% of all enrolled students. The sample is highly</p>

**Survey –
Preliminary Results**

representative of our current student body and the sample size allows for a high level of confidence that the results apply to all students, but sub-category.

The survey categories and questions were reviewed.

Overall Experience

How would they rate their experience with online learning this semester at Canada?

- The responses were 38% very good, 36% good, 19% average, 6% poor and 2% very poor, so some populations may be having a different experience than others.
- Students were asked their enrollment status, their ability to online access, books and materials as well as their ability to reliably access equipment (computers). In the spring that number was 11% and it is now 2%. Of those 11% reporting in the spring, more than half came back this fall and more than half have improved their access to equipment.

Where do you usually do your classwork and online homework?

- Most students are at home, some are using hotspots and some are doing things at work.

Access to Online Platforms, Books and Materials

Are you able to access all of the books and materials required?

- First generation students seem to be having the most trouble (both continuing and first-time attending first generation students).
- The College hopes to make adjustments before the spring semester.

How comfortable are students around using all of our learning platforms?

- These include Canvas, Zoom, Proctorio (some students are uncomfortable with Proctorio) and Net Tutor (not used much).

Access to Services

What support services have students used this semester?

- In comparison with data from Spring 2019 (CCSSE survey), students are accessing support services much less now than they did in face-to-face in spring 2019.

Interactions with Instructors

How often have instructors contacted you individually this semester

- 25% of students reported that they rarely or never have been contacted individually by their instructors

How have instructors been contacted by students.

- The common ways are by Canvas, email, Zoom chat, slack. Students prefer contacting their instructors by email.

By what methods do your instructors provide feedback for your uploaded assignments

- Students report that feedback is provided through Canvas and by comments made directly on the documents that they turned in.

Per accreditation standards, the College wants to make sure that there are substantive interactions between instructors and students.

Level of Effort

How many hours do you spend in a typical seven-day week preparing for all your classes?

- Students report that they are working much harder. Those spending more than 30 hours on their assignments has tripled.

Connection with Peers

How are they finding each other (study groups outside of class time)?

- Only about 23% of students are participating in study groups outside of class. Only 16% of First-time students are doing so.

	<p><i>Would you like help connecting with other students in order to find a study partner?</i></p> <ul style="list-style-type: none"> • More than half said they did. Dean Reed and the ASLT division are helping with that. Faculty are encouraged to be more proactive in helping students find study partners. <p><i>Were you required to interact with your classmates in your classes this term?</i></p> <ul style="list-style-type: none"> • 13% said no. 44% in some classes, but not all. <p>Registration</p> <p><i>Please rate your experience with the registration process for Fall 2020 courses</i></p> <ul style="list-style-type: none"> • Only 7% of students felt the process was difficult or very difficult. <p><i>From the moment you registered for Fall 2020 until the first day of classes, did you receive helpful information about next steps from Cañada College?</i></p> <ul style="list-style-type: none"> • Did they get helpful information, 66% said they did, 23% were not sure and 11% said they did not. <p>Staff in A&R and the Welcome Center worked hard to assist students as they registered remotely and it helped.</p> <p>Access to Information</p> <p><i>How are you accessing information about the college?</i></p> <ul style="list-style-type: none"> • Website: Students are finding what they need on the website. • Food Resources: Students are aware of resources for food, but it is felt that the college can do better • Addressing anti-racism: 75% of students are aware of the work that is being done on campus. <p>PBC Questions:</p> <ul style="list-style-type: none"> • Is it known whether or not the students who were having trouble are still enrolled? <ul style="list-style-type: none"> - Karen said that information is not known yet, but she will look into it. • Why is the disconnect so large between K-12 students and regular students? <ul style="list-style-type: none"> - Karen said it is going to be presented to the Student Senate this week and she hopes further discussion will be done. • Is there data yet on results for time spent online in class versus time spent for those attending in-person, face-to-face classes? <ul style="list-style-type: none"> - It is not yet known. • Are there results yet for students who are at home and have interruptions? <ul style="list-style-type: none"> - Karen said a lot of people responded in the open response section with the challenges they are facing. The PRIE Office will do the analysis and report back the recurring themes to PBC.
<p>STANDING ITEMS</p>	
<p>5. Associated Students of Cañada College</p>	<ul style="list-style-type: none"> • Mari Managadze reported that the Student Senate is currently planning Destress Day for December 4. • At the last meeting, they gave a good amount of valuable feedback on things students are finding difficult on transitioning to online learning, that can be seen in the minutes here: (Item 7, Special Presentation): https://docs.google.com/document/d/1Q5xNZL5Mu-PzdVRPA_BCURIBnEHZDDc1Vs3AbIG1sgk/edit • The Student Senate also appointed a new student senator, Xitlali Curincita. • Four student delegates were assigned to the District Academic Senate Faculty Evaluations Task Group. • The next Student Senate Meeting is December 3.
<p>6. Academic Senate of Cañada College</p>	<ul style="list-style-type: none"> • Diana Tedone-Goldstone announced that the last Academic Senate meeting of the semester will be held on Thursday, December 10.

7. Classified Senate of Cañada College	<ul style="list-style-type: none"> Jeanne Stalker and the Classified Senate wished Ruth Miller and Loretta Davis-Rascon best wishes on their upcoming retirements.
8. Guided Pathways	No update was reported.
9. Planning Council Reports	<p><u>IPC</u>: No update was reported. <u>SSPC</u>: No update was reported. <u>APC</u>: No update was reported.</p>
10. President's Update	<ul style="list-style-type: none"> President Moore thanked all who participated in the Student Engagement Survey. Regarding the budget presentation, they are spending a lot of time around the issue of athletics. There has to be a district response by the Coast Commission on Athletics by December and President Moore will update PBC on the cost of testing athletes. The current MOU with faculty ends on December 31 and a new MOU has to be negotiated for the spring semester and it is not known what the cost impact will be. When positions become vacant, the funds from that position are swept into the end of the year carry over and become one-time funds for the College. The College will look at the process and stay aligned with the budget, but does not want to make decisions that will be harmful to staff over time. On Friday, December 4, the President and Vice Presidents will hold a virtual coffee open house from 7:30am-9:00am via Zoom. Ruth Miller has announced her retirement at the end of the year and is thanked for her more than 40 years of work at the College. President Moore wished students good luck with final exams, thanked the faculty for preparing for the finals process and thanked staff for their continued work. President Moore announced that Dr. Cornel West will be holding a presentation to the College on January 28th to celebrate Martin Luther King, Jr. Day and early Black History Month.
11. Matters of Public Interest	<p><u>Upcoming Events</u></p> <ul style="list-style-type: none"> December 4: The Enrollment Services Council is offering a personal pronouns training, specific to Banner users to set the context for what it means to be inclusive of more gender identities with the use of pronouns and where you can find the info on Banner. The training is at 11:30am and staff may contact Interim Dean Wissem Bennani or Dean Max Hartman for the Zoom link. December 10: The Library is hosting a virtual therapy dog session with four therapy dogs via Zoom from 12-12:30pm via Zoom.
Next Meeting	The next meeting will be held on December 16.
ADJOURNMENT	3:28 PM