



Draft

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, October 16, 2019

Building 3, Room 142

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Diana Tedone, Jeanne Stalker, Salumeh Eslamieh, Nick Carr, Michael Hoffman, JT Eden, Aleen Ghanem, Ada Ocampo, Jeri Eznekier, Rachel Corrales, Chantal Sosa, Roslind Young, Karen Engel, Leonor Cabrera, Megan Rodriguez Anton, James Carranza, Jamillah Moore, Max Hartman, Graciano Mendoza, Manuel Alejandro Pérez.

Members absent: Paul Naas, Nick Martin, Tammy Robinson.

Guests and others present: Mary Chries Concha Thia, Ron Andrade, Allison Hughes, Michiko Kealoha, Fahimeh Faridnia, Maria Lara-Blamo.

AGENDA ITEM	CONTENT
<p>1. Welcome and Approval of Minutes</p>	<p>Meeting called to order at 2:16 p.m. Motion to approve of Consent Agenda items</p> <ul style="list-style-type: none"> • There were two corrections to the list of members in attendance at the October 2 meeting. The minutes were approved with those two corrections. <p>Motion passed.</p>
<p>2. PBC Sub-Committee Task Force</p>	<p>James Carranza, Jessica Kaven and Loretta Davis-Rascon met on October 7 to begin reviewing the committee structure at Cañada College. They are looking at other college models as well as how the ACCJC defines committees, councils, sub-committees and task forces. They will consider the process of how college sub-committees are assigned to report to one of the Planning Councils, what the committees' descriptions are and how they relate to the Educational Master Plan.</p> <ul style="list-style-type: none"> • The recommendation is that the PBC Sub-Committee Task Force be expanded to include more members. • The task force requested additional direction from the PBC to help define the committee structure, determine the purpose of the various committees, look at participatory governance participation on the various committees and define the roles of the members. They want clarification on the differences between a subcommittee, which serves a specific purpose, and other committees that serve a wider college purpose. • The task force wants the word "report" defined so that it indicates whether it is to whom the committee reports or what the committee actually does. • Some of the committees have annual plans and those plans should align with the Educational Master Plan. The planning commitment that the various committees are making is important. All the committees touch on the colleges' accreditation planning, so the college will know which plans to draw from in preparation. • The compendium should be updated to define the committee purpose and structure. <p>James encouraged members of the PBC to join the task force and is requesting ASCC representation as well as Student Services representation. J.T. will check with the students. James will try to report back before the end of the semester.</p>
<p>3. ACCJC Recap</p>	<p>Karen Engel reported that the Accreditation site visit went well with Cañada College meeting all of the standards and recommendations. The Team Chair sent the report, which needs to be fact-checked and returned by Friday, October 18. The final determination on Cañada College's accreditation will be in January 2020. An Appreciation Lunch is scheduled for Friday, November 1.</p>
<p>4. Auxiliary Services</p>	<p>Tom Bauer, Vice Chancellor of Auxiliary Services and Enterprise Operations, was introduced to the PBC. Auxiliary Services and Enterprise Operations unifies the district's enterprise services under</p>

one organization that encompasses the campus bookstores, food service, vending, Community and Corporate Education, athletic facilities and event facilities. President Moore has asked Vice Chancellor Tom Bauer to frequently provide updates to the Planning and Budgeting Council on the district's Auxiliary Services programs.

Bookstore Update: The bookstores are undergoing an operational review. Inclusive Access is the way the district is delivering academic resources and materials to students. The program is extremely successful at Cañada and it is working very well for students. Tom said in two years, it went from a few titles to more than 60%. It means lower margins and money for the bookstores, which are struggling financially. The Board of Trustees encouraged that an operational review be held and they hope to present it in November. Jai Kumar, Cañada Bookstore Manager, may help develop a solution district-wide that will also benefit the other two campuses.

Tom Byrne, from Campus Bookstore Consulting, will benchmark the college against "like" institutions to see where strengths, opportunities and threats are. They want to put the system in place that Jai Kumar uses for his services. The Cañada Bookstore will develop an operational change at the front-end level and then review and streamline it.

Food Service: Tom has been working with VPSS Manuel Pérez along with the other vice presidents and managers on food insecurity at Cañada and \$1 million has been set aside to address the problem. They worked on developing a program that did not use a One Card system, but determined that they will have to use One Card so it is transactable. It will allow department and parent donations and food insecurity money to be available to students. Over the summer, they worked on safety issues and are working with three vendors: Transact, Seaboard and FA Link. All three companies work with Banner and provide secure access. The technical piece is almost done and they are working on the eligibility component. The big part is the referral piece and how to identify a student who is eligible to receive the card. They hope to reach a decision on direction in the next few weeks.

The \$1 million will roll over from year to year. Tom believes the program will be sustainable and he is hopeful that the SMCCC Foundation will continue to seed the project and make it a part of their fundraising efforts.

Kinesiology and Wellness Center Building 1 Update:

Tom referred the committee to the Facilities website where people can review minutes from the architectural discussions. The old building was 30,000 square feet and the new one will be 105,000 square feet. Tom said he has been responding to questions about the Kinesiology and Wellness Center in Building 1 and reviewed some of the questions and answers with the PBC.

- There is a reserve of \$3.8 million in Fund 5 for San Mateo Athletic Club (SMAC). The reserve has developed over 10 years and is what is left after everything else has been paid and accounted for. The operational profit in 2018-19 was \$1.4 million. All Auxiliary Services staffing is paid for by funds in Fund 5 and not Fund 1. All equipment is paid for by Auxiliary Services. The contract with Medifit, now EXOS, was first executed in 2010 and renewed in 2015. There was a discussion around costs and Tom can share the profit and loss report.
- PBC members discussed a concern around the openness of the Gym.
- Some committee members are concerned that the facility will be set up as a membership business rather than as athletic facilities and are worried about programming needs. The Gym will not be scheduled by Tom. At CSM, Tom meets with Andreas Wolf, Dean of KAD, to review the shared spaces at SMAC. Once Dean Wolf sets the schedule, he and Tom meet and Tom schedules the SMAC programming around that. Tom recommends that people talk to teachers at SMAC as well as Tom Mohr, who is a former Cañada president and a SMAC member.

	<p>PBC members are encouraging Tom to consider Cañada students, faculty and deans when scheduling and that is what Tom plans to do.</p> <p>The KAD Division is holding a department meeting on Monday, October 21.</p>
5. Guided Pathways - Standing Item	<p>VPSS Pérez provided an overview of Guided Pathways meetings which are held every Tuesday from 2:30-4:30 PM. The meeting locations vary, but all meeting agendas and notes are posted on the Guided Pathways website. Guided Pathways has five interest/priority area groups that also meet.</p> <p>There will be a Guided Pathways town hall on October 21 from 2:00-3:00 PM where evidence that the steering committee has collected will be presented.</p> <p>In the next few weeks, people will also hear about early college experience, data around online education and next steps. An email will be sent to faculty and staff by the deans encouraging people to get learn more about the project. One important piece of feedback is that people want to contribute to the work but do not feel connected. PBC members are encouraged to invite people they may know who might be interested.</p> <ul style="list-style-type: none"> • Aleen Ghanem encouraged the Guided Pathways Committee to include part-time students and working adults, as well as full-time students in their discussions and look into programs for those groups. • Michael Hoffman suggested that different divisions hold joint meetings to help finalize some of the Guided Pathways work. It would be an opportunity a division to connect with people beyond their groups and he feels it will help with engagement and increase understanding between Students Services and Instruction. It was noted that there have been specific workshops with Counseling staff and Instruction on how to integrate services. <p>VPSS Pérez complimented the Cañada faculty on the work they are doing around integration. Conversations are taking place in the First Year Experience group, early college group and the Academic group to determine what will happen to the Guided Pathways cohorts. They have done a lot of research and will identify the interest areas. VPSS Pérez recommends continuing work on the 5% or 10% that has not been finished.</p> <p>At its November 6 meeting, the PBC will recommend that the Guided Pathways Committee links to this body.</p>
6. ACES Committee Report	Interim Dean Ronald Andrade reported that ACES is working on planning activities for spring 2020.
7. SEM Committee Report	Karen Engel said the Strategic Enrollment Management committee will meet on October 23 and is discussing early college and Promise and how those programs will effect strategic enrollment.
8. ASCC Mission and Goals	<p>J.T. Eden and Aleen Ghanem reported that the ASCC is discussing its year-long planning and getting student input on what they feel are the most pressing concerns, which include:</p> <ul style="list-style-type: none"> • International student housing and roommate finders. When international students arrive, there is not a robust referral system and when they are paired with someone, it may not meet their needs. • They are looking at domestic student housing and are partnering with Skyline College's ASSC to see what their process is. • Food Insecurity • Sustainability • Transportation • Parking. Aleen. said they will bring forward specific parking issues
9. Planning Council Reports	<u>SSPC</u> : Dean Max Hartman said there was no update to report.

	<p><u>IPC</u>: Dean James Carranza reported that the IPC will meet on October 18. They updated the process for reassigned time. New proposals are due on November 15. There is also a process for renewal reassigned time requests.</p> <p><u>APC</u>: VPAS Graciano Mendoza said a report will be provided when the APC holds its next meeting in late November.</p>
10. Staffing Update	<p>VPAS Mendoza informed the following staffing items approved at the October 10 Board of Trustees meeting:</p> <p><u>Resignation</u> Sally Heath, STEM Retention Specialist, Science and Technology</p>
11. President's Update	<p>President Moore reported that Cañada College received its report from the Accreditation Visiting Team. The 55-page report is being reviewed for errors of fact only.</p> <p>She thanked the PBC and recognized that there are difficult conversations across the campus that are taking place. The campus showed its great strength in its Accreditation process. She commended faculty, staff and students for their ability to have conversations and forums and their ability to advocate for the college's constituent groups. She recognized Jeanne Stalker, Diana Tedone and Michael Hoffman. She thanked Nick Carr who is advocating for others who may have misstepped in the past. He is being transparent as he advocates. This strength is important and is a part of the college's governance process. She said the staff, faculty and students at Cañada do the work whether it is difficult or easy and sometimes we are reminded of the great work we do in the moment of adversity.</p>
12. Matters of Public Interest	<p>Michael Hoffman spoke with State Senator Jerry Hill on October 16 about the proposal to have a permanent CSU at Cañada College. Hill said it was never a plan to close or shut down Cañada College and his understanding of what the former chancellor said is that 2+2 is the plan. The study in San Mateo County may look at other locations, but Cañada may be the place for co-siting.</p>
ADJOURNMENT	4:08 PM