



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, April 29, 2020

Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

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

Members absent: Nick Carr, Michael Hoffman, Nick Martin, Peggy Perruccio.

Guests and others present: Celia Arceo, Alex Claxton, Mary Chries Concha Thia, Peter Fitzsimmons, Nimsi Garcia, Erik Gaspar, Doug Hirzel, Cindy Jimenez, Jacky Ip, Debbie Joy, Matt Lee, Sarita Lopez, Georganne Morin, Matais Pouncil, David Reed, Carol Rhodes, Bernata Slater, Diva Ward.

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. Faculty Replacement Request – Men’s Basketball Head Coach</p>	<p>Assistant Professor Erik Gaspar and Interim Athletic Director Matt Lee presented a position request for a Kinesiology Instructor/Men’s Basketball Coach. The position replaces Mike Garcia, former Athletic Director, who retired in 2019 so it is a 100% tenure track faculty position. The department wants to strengthen men’s basketball at Cañada College and stay consistent with the other colleges in the district who have full-time head basketball coaches.</p> <p>ACTION: A motion to approve the replacement position for the KAD division was made by Hyla Lacefield and it was seconded by Loretta Davis Rascon. Motion Passed.</p>
<p>3. Faculty Replacement Request – MESA Coordinator</p>	<p>Biology Professor Carol Rhodes presented a faculty position request to replace MESA Coordinator Cathy Lipe, who is retiring. MESA is a state grant and in order to be the recipient of a MESA grant, MESA requires that there be a full-time person funded by the college in the position. Cañada College has received the MESA grant since 1999 and it serves 125 students per year. The current MESA grant expires at the end of December so it is hoped that the recruitment and hiring of this person would be done in the fall so they can write the application for the next three-year grant.</p> <p>ACTION: A motion to approve the MESA Coordinator faculty replacement request was made by J.T. Eden and it was seconded by Roslind Young. Motion Passed.</p>
<p>4. Site Allocation Projections</p>	<p>Bernata Slater, District CFO, and Peter Fitzsimmons, District Budget Officer, provided an overview of the assumptions that they have been using to project the tentative budget for 2020-21 and projecting 2021-22 and 2022-23.</p>

	<p>In February, prior to COVID-19, they were projecting that the assessed value for property taxes was going to be 6.5% and non-resident and resident student enrollment would be down slightly. Otherwise, everything would have been similar to the prior year. Bernata presented the 2018-19 allocation with an increase year-to-year for Cañada. Since COVID-19 began to impact the district, they had to consider changes in assessed property values, changes in assumptions around resident and non-resident enrollment, interest earnings given market turbulence. In terms of the revenue, the two largest variables are property taxes and international student enrollment. They have been working with the College VPAs and International Student program directors to build assumptions for student enrollment.</p> <p>Non-resident enrollment is estimated to decrease by 40% or \$3 million as compared to the prior year. The district has learned from the county assessor that the property taxes are a lagging indicator and a secured portion of the property taxes may not be affected next year and there may be an increase for the prior year in 2020-21 over 2019-20.</p> <p>Overall, the district projects a \$4 million decline in revenue and they project a \$470,000 increase in expenses due to managed hiring, some legal expenses, districtwide technology and other items related to COVID-19. This will be reflected in the distribution of resources to the sites. Overall, site allocations are expected to remain almost flat with a minimal increase.</p> <p>To further illustrate the current economic uncertainty, Bernata presented three multi-year scenarios with the following parameters:</p> <p>Scenario 1 (Grimmest): Estimated AV: FY 20-21 = 4.5%; FY 21-22 = 1.5%; FY 22-23 = 3.5%</p> <p>Scenario 2 (Grimmer): Estimated AV: FY 20-21 = 5.5%; FY 21-22 = 1.5%; FY 22-23 = 0.50%</p> <p>Scenario 3 (Grim): Estimated AV: FY 20-21 = 6.5%; FY21-22 = 4.5%; FY 22-23 = 4.0%.</p> <p>The FY 20-21 revenue projection for Cañada is expected to be similar to 2019-20. There may not be much more in the way of new revenue.</p> <p>They are hoping that the recession will be much shorter than last time, but we might not see a recovery until 2022.</p>
<p>5. Finalize Resource Request Prioritization Process</p>	<p>The Resource Request Prioritization surveys were turned in and 16 out of 21 voting members on the PBC responded. There was quorum on every item. Karen created a spreadsheet showing the average of the percentage of “yes” votes that each item received. Out of 113 items, there were 56 requests that received 50% or less of “yes” votes totaling \$408,000 leaving \$530,000 for the items that received a majority of “yes” votes.</p> <p>Graciano noted that the budget scenarios presented by Bernata Slater indicate what allocations Cañada can expect to receive as well as any new additional dollars which could fund new requests. The actual numbers for Cañada will be presented and discussed at the May 6th meeting.</p> <p>A few items receiving 50% or fewer “yes” votes were reviewed. Several attendees noted that the critical questions identified by the PBC were not asked during the program review process and therefore, the members did not have adequate information when voting. Dean Engel noted that, without having asked those questions during program review, members did not consistently have enough information to help answer the critical questions. She suggested forwarding the information collected and the division rankings to the President for review and consideration, as well as the request that the two critical questions be kept in mind.</p>

	<p>ACTION: A motion was made to forward the information to President Moore as advisory and re-state that she considers the two critical questions as she reviews the items and obtains more information if it comes down to making choices. The motion was made by Karen Engel and seconded by Rachel Corrales.</p> <p>Motion Passed</p>
<p>6. Committee Structure and Participatory Governance Task Force Report</p>	<p>The Committee Structure draft documents were posted on the PBC website for members to review. The process of working on the report and documents began in the fall. Dean Carranza gave an overview of the charge and structure and reviewed guidelines. The task force wants to clarify what needs to be adopted or acted upon. These are the proposed actions:</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 bylaws template and college committee planning template are in progress and have not yet been completed. If the PBC approves the definitions, the Task Force will proceed with finalizing the bylaws and plan template. A comparison of the current structure and proposed structure showing what the proposed changes would accomplish was presented. Under the Definitions for Committee Structure, Dean Engel clarified that the new definition of a College Committee is a participatory governance body responsible for create and monitoring college-wide plans on different topics and issues that are aligned and in service of our Education Master Plan and our Enrollment Management Plan.</p> <p>The committees are developing three-year plans that will help the college move forward in the various areas to meet the targets that have been set in the institutional planning. The committees are responsible for developing and monitoring a plan and checking in with PBC as appropriate. Ultimately, PBC will approve each plan and ensure its alignment to the EMP and SEM. This should help committees be more organized and structured.</p> <p>Dean Engel clarified that a college committee would monitor the work but is not necessarily responsible for doing the work. College committees are participatory governance groups. The operational groups are not participatory governance groups but are functional and help the college operate. Every constituency is to represented on participatory governance college committees.</p> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • College committees would need to review the Education Master Plan and the Strategic Enrollment Management Plan. • Amend any of the current plans in conjunction with the three-year planning timeline, most likely fall 2020 to spring 2021. • Some committees may want to shift to be operational groups or adopt participatory governance standards as they determine what is most appropriate based on their function. • PBC will need to determine or organize the three-year planning process guidelines. <p>If the proposed actions are approved, the task force would continue refining the draft of the Bylaws Template and the e-Year Plan Template.</p> <p>ACTION: A motion to adopt the proposed actions was made by Roslin Young and seconded by Hyla Lacefield.</p> <p>Motion passed.</p>

<p>7. Strategic Enrollment Management Plan Addendum</p>	<p>The Strategic Enrollment Management Plan Addendum was reviewed in depth at the April 29th PBC meeting. No feedback was received. It is meant as a three- to nine-month addendum, so barring any additional comments, the committee would like to proceed with implementation.</p> <p>Comment: Jeanne asked if the Committee Engagement Task Force could be expanded to include other campuses or communities. Karen noted that the “responsible parties” for this item are listed as those responsible for implementing this strategy and that they can invite anyone who wants to do the work or who might be required to meet the objectives.</p> <p>ACTION: A motion to approve the Strategic Enrollment Management Plan Addendum was made by J.T. Eden and seconded by James Carranza. Motion passed.</p>
<p>STANDING ITEMS</p>	
<p>8. Guided Pathways</p>	<p>The committee is finishing its processes before the end of the semester. The PBC supported the Guided Pathways framework at the April 15th meeting. VPSS Pérez will present an update at the May 6th PBC meeting.</p>
<p>9. ACES</p>	<p>ACES is working on the committee mission and process work. They held their spring meeting and staff created personal greetings to students during the shelter-in-place. David Reed posted the videos to the ACES website and is asking for feedback. He thinks a lot of students are not going to see these on the ACES website and David asked for suggestions on ways to make the videos more prominent and accessible for students. Loretta Davis suggested posting them on the home page of the website.</p>
<p>10. Planning Council Reports</p>	<p><u>IPC</u>: The IPC will meet on May 1st and topics will include reassigned time, bylaws and a few other important items. The meeting is at 9:30-11:00am and is open to all.</p> <p><u>SSPC</u>: The SSPC met on April 22nd and most of the meeting focused on COVID-19 updates that are affecting the Student Services Division. They talked about the pass/no pass grading, the Community Market, the processing of CARES funding and the ongoing work that PBC is doing on resource requests. They discussed the Program Review Task Force and how they will update the Student Services program review to align with their instructional partners. The next meeting is on May 13th.</p> <p><u>APC</u>: There was no update to report.</p>
<p>11. Proposed new or renewed grant and categorically-funded positions</p>	<p>There are no new or renewed grants or categorically-funded positions to report, however VPA Mendoza reported that people are asking questions about the budget and plans for layoffs. There are no plans for that this year. The district office is looking at the budget and economy, and any further information will be shared.</p>
<p>12. President’s Update</p>	<p>President Moore provided an update from the Chancellor’s Cabinet meeting on summer instruction and work schedules:</p> <ul style="list-style-type: none"> • Summer online instruction will continue • All district colleges will go to a Monday-Thursday schedule and President Moore is working in collaboration with the other colleges and HR on the schedule. May 31st is the first Friday where staff is off. This is an optional schedule and is not mandatory. She is preparing a memo to send out campus-wide. • The Deans of PRIE are developing a district-wide classified staff survey. HR and the Chancellor’s Cabinet are reviewing the questions and it is hoped that the survey will be distributed during the week of May 4th. • A student survey is being prepared and it includes three or four questions around commencement. It will be sent out through PRIE and Vice Chancellor McVean’s offices.

	<p>It is likely that Commencement will be postponed. Otherwise, if it is held virtually, a timeline will need to be developed.</p> <ul style="list-style-type: none"> • Tom Bauer gave an Auxiliary Services presentation, which focused on the challenges that the campus bookstores are facing and the impact to the district. • CARES Funding was discussed. The Vice President of Students Services and Financial Aid Offices were recognized for their efforts to put together the formula and process of distributing immediate cash aid to students. • Facilities will hold a Town Hal on April 30th. • There is an Undocumented Student Success Town Hall on Friday, May 8th.
<p>13. Matters of Public Interest</p>	<p>There were no matters to report.</p>
<p>ADJOURNMENT</p>	<p>4:20 PM</p>