



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, March 4, 2020**

**Building 2, Room 10**

**Regular Meeting: 2:10 – 4:00 p.m.**

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

**Members absent:** Diana Tedone, Rachel Corrales

**Guests and others present:** Mary Chries Concha Thia, Adolfo Leiva

AGENDA ITEM	CONTENT
<p><b>1. Welcome and Approval of Minutes</b></p>	<p>Meeting called to order at 2:15 p.m.</p> <p>Approval of Minutes: Approved            Agenda Discussion: Tom Bauer is unable to attend the meeting. A proposal to replace the Auxiliary Services update with a small grant presentation by Max Hartman was made.</p> <p>ACTION: a motion to approve the small grant presentation and postpone the Auxiliary Services update to the next meeting was made.            Motion passed.</p>
<p><b>2. Presentation of Small Grant for Foster Youth Support Services</b></p>	<p>Max Hartman attended the opening of a new mental health facility and connected with a foster youth foundation, Pinpoint Foundation, which is managed by Pacific Foundation Services. Cañada College would be able to apply for a \$7,000 grant. There are 15-20 former foster youth on campus and many are part of EOPS. Funds from the one-time grant would supplement the services and support they get through EOPS. This is presented as information only and would not need PBC approval, however it will need Cabinet approval. The application is due on March 6.</p>
<p><b>3. SSPC By-law Amendment (Membership)</b></p>	<p>The Student Services Planning Committee has had difficulty reaching quorum at its last few meetings. Last fall, the committee updated its bylaws and membership. They wanted to make sure they are inclusive and have broad and robust representation in their group. Because they established a significant number of members, it has been a challenge reaching quorum. SSPC is requesting that PBC vote on a motion to amend the bylaws specifically relating to move vacant positions from being voting members to being advisory members so they can reach quorum more consistently. This would be a permanent change. The positions that would serve as advisory members would be: Learning Center representative, Library representative and a Puente representative as well as an Administrative Services classified member and an Instructional classified member.</p> <p>ACTION: A motion to amend the SSPC bylaws so that the current five vacancies are changed from voting members to advisory members who are not required to reach quorum was made.            Motion passed with one dissenting vote.</p>
<p><b>STANDING ITEMS</b></p>	
<p><b>4. Guided Pathways</b></p>	<p>Manuel Pérez will make a Guided Pathways presentation at the March 5<sup>th</sup> Flex Day. Interest area groups are currently meeting and they are working on a one-page draft for each area. They are working to meet the deadline set for the week of March 22 to align with the request from Academic Senate and IPC to update the draft for reassigned time for Guided Pathways faculty.</p>

<p><b>5. ACES Committee</b></p>	<p>The committee is working on aligning bylaws and membership, defining quorum and working on a mission. They can provide an update at the March 18<sup>th</sup> PBC meeting and will have more tangible information for the April 15<sup>th</sup> meeting.</p> <p>Along with the Center for Student Life, ACES is sponsoring, a Flex Day workshop on March 5, "What Students Want You to Know About Bias and Equity in the Classroom." The workshop will be held from 1-3:30pm.</p>
<p><b>6. Planning Council Reports</b></p>	<p><u>IPC</u>: Program review presentations in Humanities were held. Ten faculty gave demonstrations about the work they are doing. There was also a presentation by the Career Program. IPC will meet in the next couple of weeks to discuss reassigned time for fall for faculty.</p> <p><u>SSPC</u>: The group is working on the implementation of PBC recommendations about resource prioritization, division rankings, prioritization rankings and that will be completed by their next meeting on March 10<sup>th</sup>. They formed a task force with Student Services about re-thinking the program review process. For the first time, they are splitting up summer and fall registration. Summer registration begins on April 24<sup>h</sup>. There will be one day of priority registration for summer for mandated priority groups: CalWorks, DSPS, EOPS, Foster Youth, Homeless Youth and Veterans. After that, it will open up to all students. Fall registration will be on May 4<sup>th</sup> and will follow the same prioritization.</p> <p><u>APC</u>: The committee met during the week of February 26, but there was a lack of quorum. They will discuss the purpose and membership at their next meeting.</p>
<p><b>7. Proposed new or renewed grant and categorically-funded positions</b></p>	<p>The small Pinpoint Foundation grant for Foster Youth support services that was previous discussed was referenced.</p>
<p><b>8. President's Update</b></p>	<p>Handouts from the February 8<sup>th</sup> Board Retreat were distributed including handouts from the SMCCCD Fund 1 Budget discussion.</p> <p><u>Budget</u>: The handouts show the Fund 1 cost structure, Fund 1 budget structure site allocations, Bay 10 multi-college district staffing comparisons, Fund 1 budget revenue including property taxes and site allocations, and international education revenue and expenses.</p> <p>On March 19<sup>th</sup>, the second Budget Forum will be held, where college specific budget information will be presented. A third Budget Forum will be held in May where there will be a review of resource request items which will be funded in FY2020-21 (contingent upon available funding).</p> <p><u>COVID-19</u>: Interim Chancellor Claire recently sent an email about Corona Virus and he shared a link for additional information: <a href="https://emergency.smccd.info/">https://emergency.smccd.info/</a>. The district is working with the Department of Health, which is working closely with the Centers for Disease Control.</p> <ul style="list-style-type: none"> <li>• If people are sick, they must contact their doctor and get a release before they return to work.</li> <li>• Travel restrictions have been put in place.</li> <li>• Faculty and staff are advised to not email information about a student who might be ill and instead call the President or Vice Presidents with their concerns.</li> <li>• More emails will be sent by the district and these can be shared with faculty and staff.</li> <li>• COVID-19 testing must be done by a physician and cannot be done at the campus.</li> <li>• The Public Information Officers at the campuses have been meeting and decided to centralize all information so that it comes out from the district. Social media, posters and A-frame signs will be used to reinforce the messages.</li> </ul> <p><u>CSU Feasibility Study</u>: Mitch Bailey is sharing information on the CSU feasibility study on 2+2 at the April Academic Senate meeting. The study is scheduled to be completed by July 1<sup>st</sup> and will be given to the Legislature and CSU. The Legislature will decide how they want to move forward. In San Mateo, it would be a 2+2 model to co-exist with Cañada College. The other three areas, Stockton, Contra Costa and San Diego, would need to build an entire new campus.</p>

	<u>Flex Day</u> : Former Cañada President and Trustee Tom Mohr will offer welcome remarks at the March 5 <sup>th</sup> Flex Day.
<b>9. SEM Committee</b>	A Guided Pathways and Strategic Enrollment Management update will be provided at the March 5 <sup>th</sup> Flex Day. The committee will solicit feedback, incorporate the information and present the plan to the PBC on March 18 <sup>th</sup> .
<b>10. Matters of Public Interest</b>	<ul style="list-style-type: none"> <li>• Construction Forum: It is hoped that there will be a construction forum on April 7. The location and time will be confirmed.</li> <li>• Cañada College has named Ariackna Soler as its new Financial Aid Director.</li> <li>• Classified Senate is holding a basket raffle on March 19<sup>th</sup>. Baskets will be on display in the Bookstore for Flex Day. Tickets will be sold at the March 5<sup>th</sup> Flex Day event, at the Cashier's Office and at the Bookstore.</li> <li>• Baseball is in season and the men's team is 11-6. The team beat Ohlone, which was unbeaten and ranked third in the state. The women's tennis team is competing against West Valley on March 6 and against UC Davis in a home game on Sunday, March 8<sup>th</sup> at 2pm.</li> </ul>
<b>ADJOURNMENT</b>	3:10 PM