PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, March 18, 2020
Via Zoom
Regular Meeting: 2:10 – 4:00 p.m.

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

Members absent: Loretta Davis, Michael Hoffman, Peggy Perruccio
Guests and others present: Tom Bauer, Mary Chries Concha Thia, Jai Kumar, Matt Lee, Adolfo Leiva, Sarita Lopez, David Reed, Brian Tupper, Diva Ward.

AGENDA ITEM	CONTENT
1. **Welcome and Approval of Minutes**	Meeting called to order at 2:26 p.m. There was a request to amend the agenda to include an update from Brian Tupper of Public Safety. ACTION: A motion to approve the agenda with this amendment was made. Motion passed. Approval of Minutes of March 4: Approved
2. **Public Safety Update**	Cañada Public Safety remains on campus with a full staff, 24 hours per day, all week. The Skyline and CSM campuses are fully closed. Canada remains open to permit residents of Cañada Vista as well as construction vehicles to enter the campus during the day. The general public is denied access to campus. After 5:00pm, only Cañada Vista residents are permitted. The shelter-in-place order remains in effect until April 6TH. The main entrance off of Farm Hill Boulevard is closed, but the entrance off of Cañada Road is open. Faculty or staff need permission from their Dean, who works with District Vice Chancellor McVean, for approval access. Each time a building is entered, it must be disinfected by Facilities and it is taking a considerable amount of resources.
3. **Auxiliary Services Update**	<u>Bookstore Services for Students:</u> During the campus closures, the three college bookstore managers are permitted access to the bookstores because they are getting requests from students for instructional materials that can only be fulfilled by the bookstore. Managers have been going in daily to fulfill the orders and ship the materials. They are looking at how they can help students who are identified as receiving the food insecurity benefit. They are working with the Emergency Operations Center (EOC) group and hope to have direction soon so they can get the approval to do this. E-Book Access: Jai will forward an email to each of the college Academic Senate presidents, with a copy to Jeramy Wallace, Assistant Professor of English at CSM. A large number of publishers have offered to provide semester-length free e-book access to all students through the end of the semester. Any student that has a my.SMCCD.edu email account can borrow up to seven e-book titles at no cost and access would be in its entirety. They are continuing to add more titles. There is no integration into Canvas nor does it have enhanced tools or resources that come with adaptive learning platforms, but

it does provide immediate access to students. Faculty may check out the local bookstore website to search for the correct ISBN number. The bookstores are going to reach out to faculty who have not submitted book orders, so they can be added.

- Bookstore managers are working diligently across the district so students can receive the materials they need so they can be successful in this environment. All questions should be directed to the bookstore managers rather than the libraries and if students have questions, they would likely be routed to the e-book provider and faculty questions would be routed directly to the publisher.
- Diva Ward of the Learning Center staff should encourage students to email the bookstore, but also refer them to messages on the Canvas portal or wait to hear from the faculty member. Jai can also work with the faculty members if they need support.

Food Insecurity Program:
- Interim Chancellor Claire asked Tom to work with Michelle Bautista of Skyline on a plan for distributing gift cards. The bookstores have gift cards from Uber Eats, food stores and restaurants and come to the bookstores inactive. The cards can be activated for the amount that the student is authorized to receive as a food benefit. The cards could be distributed by mail so that students do not have to pick them up. Skyline's bookstore manager has been instructed by their Promise director to send out Promise incentives through gift cards. Cañada and CSM have not yet done that, but it will be discussed along with distributing cards to food insecure students. Roslind Young noted that Safeway has digital gift cards that can be purchased and emailed to students.
- Adolfo is waiting for an answer from the Chancellor's Office to clarify if the "Hunger Free America" money can be expanded to provide food gift cards or hotel vouchers for emergency one- to three-night hotel stays. Tom said this is not considered a gift of public funds, so once the plan is in place, food gift cards can begin to be distributed. Adolfo also reported that food banks and core agencies in San Mateo County are open and can be contacted by calling 211 for food, shelter and other resources.
- Manuel mentioned the district's Vice Presidents of Student Services are available to help. They meet daily and a VP Council meets each morning. He will invite Tom to the VP Council Meeting on March 19.

4. **Resource Request Prioritization**	PBC will review the prioritized lists of resource requests submitted by each Division and determine if each satisfies the following critical questions:
	    • Contributes to closing the equity gap
	    • Contributes to supporting Latinx student success
	
	Divisions have put in their priorities, listed sequentially on the Resource Request list. The PBC is charged with looking at their number one requests and determine if they address the two questions. A change in the process was suggested to save time by sharing the division rankings with PBC, leaving it open offline to get feedback from the deans and then do a ranking/voting of requests offline.
	
	If the PBC had questions or thought the ranking did not match the questions from the rubric, then they would discuss. Otherwise, the prioritization would be accepted as is with all of the number one requests being recommended to the President to fund first if funding availability would allow. Then if there was sufficient funding for the number one items, they would consider the number two and number three items in numerical order.
	
	Notes:
	    • Allison Hughes helped build the Resource Request Prioritization workbook. Information was downloaded from TracDat, so that is the source of the data. There are multiple sheets within the workbook and multiple tabs showing the divisions, the individual items

- that were requested are listed, and the balance remaining are requested for funding out of Fund 1.
- Personnel items are listed but are not a part of this process.
- After the divisions looked at the ranking, they were able to find alternative funding for some of the items.
- The amount requested is not considered at this time.
- Whether the request is one-time or recurring is not considered at this time.
- The PBC is only looking at the division rankings and the two key questions. All items ranked as number one must meet the critical questions.
- The number one requests are not being ranked amongst each other.
- Some requests are multi-year requests and are not one-time requests. If they are ongoing or recurring requests, it should be noted on the form, as indicated in the header. Graciano said there is no other process to allocate ongoing funds outside of this process.

There was discussion around the PBC's role and it was decided that it would not be imperative to rank at this point, but the committee would rely on the faculty and staff who performed the program review and participated in the process. The PBC can review the questions and if something does not meet the questions, the committee could potentially re-rank the items. If it meets a certain threshold, then the PBC can second the ranking. On the chart, the PBC decision would be indicated, but it would not overwrite the critical questions and comments that are listed.

The divisions/departments that submitted resource requests are:
- Administrative Programs
- ASLT Division
- Humanities and Social Sciences Division
- Business Design Workforce Division
- International Students Department
- KAD Division
- STEM Division
- Student Services Division (will pull out Enrollment Services and give it its own tab)
- Counseling Department

Administrative Services
#1 Participation in community, regional, statewide and national events to continue to broaden the focus of the work done at the college

ASLT
#1 Learning Center peer tutoring support (Yes/Yes meets both questions)

Humanities and Social Sciences
#1 Distance education online (Yes/Yes meets both questions)

Business Design and Workforce:
No further consideration is needed. Alternative funding was found for all of their requests.

International Students
#1 Increase Central Duplicating budget to produce recruitment materials. International Students could be moved under Office of Instruction. (No/Yes. Does not meet first question, meets second question). Administrative Services will check to see if this could be paid for by the district international budget.

KAD
#1 Wind screen replacement, one-time request (Yes/Yes meets both questions)

		The review of resource requests will be continued at the April 15th meeting and Administrative Services will create a new sheet requests organized in terms of priority rank given by the Divisions.
5.	**Strategic Enrollment Management (SEM) Plan Approval**	**Strategic Enrollment Management (SEM) Plan Approval:** The Strategic Enrollment Management Committee presented its recommendations to PBC and the presentation and draft SEM plan are posted on the PBC website in full. The SEM Committee recommends the adoption of the plan as is, but suggests the development of an addendum related due to the significant changes resulting from the emergency campus closure and move to online instruction and services. The SEM Committee SEM Plan recommends four goals, which along with the objectives and strategies, are posted on the PBC website. The goals are: • Goal 1: Create and publicize clear degree and certificate programs that remove barriers to completion in two years. • Goal 2: Create and manage a course schedule focused on student completion in two years. • Goal 3: Align and sustain pro-active student support studies with programs of study to ensure effective and timely student enrollment, retention, persistence and completion. • Goal 4: Align marketing, messaging and outreach with our programs, schedule, and supportive services and programs. The plan was shared at Flex Day and was sent out to Academic Senate and Classified Senate. Both classified and academic senate circulated the draft Plan to their constituents last week but have not been able to meet to discuss due to the emergency closure of the campus and move to online instruction. The SEM Implementation Plan would roll out slowly with faculty on board. President Moore said the roll-out and implementation of the Implementation Plan would be done in accordance with the college's shared governance process before taking additional actions. ACTION: A motion was made to adopt the Strategic Enrollment Management Plan. Motion Passed.

6.	**PBC Task Force on ILO Assessment and the annual Graduation Survey**	The Task Force was asked to consider Institutional Learning Outcomes and update them to better reflect the changes in the College Mission Statement created in May 2018. They were also asked to improve the Graduation Survey as a tool to assess if the College is effectively helping students achieve the Institutional Learning Outcomes. The Task Force is comprised of Max Hartman, JT Eden, Jessica Kaven, Tammy Robinson and Karen Engel.
		
		They considered the existing ILOs to make sure they were appropriately assessed by the proposed Graduation Survey. They looked at changes made to the Mission Statement and did not suggest changes to the ILOs; rather they suggested changes to the Survey and the follow-up analysis of the survey results. The Task Force made the following recommendations:
		
		Task Force Recommendations:
		• Achieve the intent of the changes to the Mission Statement by
		  - Adding open response questions regarding barriers each responding student faced while at Cañada.
		  - Disaggregating the results of the (revised) Graduation Survey to determine if any student sub-populations are disproportionately impacted by barriers to achieving their education goals.
		• Reduce the number of survey questions.
		• Clearly indicate that the student is assessing whether or not they improved their abilities during their time at Cañada College.

		• Update race/ethnicity and gender response questions. • Future consideration: administer a similar survey to new, incoming students as well. The changes that were made to the actual Graduation Survey were reviewed along with a report on the new questions that were developed: • There are questions about demographics, the degree that the student is pursuing and also a question asking what the student feels he or she gained during their time at Cañada. • There are questions around critical thinking, problem solving, applying creative solutions, practical skills developed, time management skills and complex data. • Two questions were developed asking the student to describe obstacles the student experienced while working toward their educational goal at Cañada and to describe one learning experience that defines who the student thinks they are. The new survey has 20 questions and each question addresses a different ILO. They are more clearly aligned with what the college is trying to measure and it will be a more helpful tool for students moving forward. ACTION: A motion was made to approve the use of this new Graduation Survey developed by the Task Force. Motion passed.
7.	**PBC Task Force on Participatory Governance Committee Structure**	The Task Force looked at the current participatory governance committee structure and will make recommendations that will eventually be presented to PBC for approval. Definitions: The Task Force began by looking at basic questions and developed a list of definitions that will help guide the process. They looked at the Compendium of Committees, which lists the committees but does not include guidelines that would not explain the processes that committees would use to help it make decisions. Participatory Governance Processes: The Task Force is putting together a list of the current participatory governance processes as well as some of the things they plan to present to PBC as proposals. Some of the planning that the Task Force is working on includes: • There is no shared template for bylaws for committees and councils, so they will develop a document that lays out basic bylaw types of standards. • There are no guidelines around committee membership so they will create a document as part of a participatory governance manual that lays out a basic structure for membership, relationships between councils and committees and who reports to whom. • They will develop planning templates or guidelines for actual committees. • There is no consistent planning terminology so they will model the terminology used in planning. The committee would create goals that link to the college-wide goals and those goals would have specific objectives and strategies. • They will also develop an evaluation process for committees. • They will look at how and why committees are formed. One question that is consistently asked is, who does a committee report to and why? The Task Force would like to further discuss an idea that rather than have committees reporting to certain Councils, they instead would be responsible for particular plans. Those plans work through APC, IPC and SSPC and ultimately come to PBC for final review and approval. It is not so much about which committee reports to which council, but it is more about what is the committee's purpose, what is the plan and how does that plan integrate into the overall college plan. There is a summary of what the Task Force has been working on and a draft of the PowerPoint presentation will be brought to PBC soon.

	A question was asked as to why the new plan does not mandate that task forces or ad hoc work groups have representation from all constituency groups. James explained that the task force or ad hoc group is part of a larger council or committee that is already operating under an already existing participatory governance committee. They will continue to solicit feedback and get ideas on terminology and then present a draft for review by the PBC.
STANDING ITEMS	
8. Guided Pathways	No email update was provided.
9. ACES Committee	No email update was provided.
10. Planning Council Reports	<u>SSPC</u>: Some highlights from the March 11 meeting include: • Discussion around plans for how the College can continue to serve students when instruction goes remote due to COVID-19 • A brief update was given on the program review process. They are currently checking their program review process against ACCJC requirements. • They affirmed the SSPC membership adjustment made by PBC.
11. Proposed new or renewed grant and categorically-funded positions	No email update was provided.
12. President's Update	President Moore thanked faculty and staff for all they done to ensure that students continue to receive a quality, higher education! The District has been working for several weeks to ensure that students and employees are healthy and safe from **COVID-19** and they have taken measures to limit the spread of the virus. The San Mateo County Board of Trustees held an emergency meeting on Tuesday, March 17th, to take action to protect students and employees from the spread of **COVID-19**. Here is a summary of their actions/resolution: • This action delegates authority to the Interim Chancellor to the Interim Chancellor to take all appropriate action to respond to the coronavirus (**COVID-19**). • To date, the District has migrated all in-person courses and student services to an online or distance learning modality. For those courses and student services that cannot be migrated to online or remote access, then those activities have been suspended. • The District is making every effort to keep employees working and to keep paying all employees. We are working with our collective bargaining units to reach mutual understanding on how employees are compensated and work is conducted. Additional information will be provided in the coming days. • This is an ongoing and evolving emergency and information and plans change at a rapid pace. The District is making every effort to facilitate remote work and distance learning and is refining operations, processes and policies to achieve this goal. It is not simple, easy or elegant, but all students and employees have demonstrated great empathy, understanding and focus as we have moved into this new way of living, working and learning. • Additional guidance and resources will be provided as soon as they are available. Teams across the District are working, often around the clock, to smooth this process and bring stability and certainty (at least as much as possible) for our entire District community. The District has centralized all guidance and communications at emergency.smccd.info and employees and students should use this site for District information.

	• All employees and students are encouraged to take care of themselves and one another. Please practice good hygiene techniques (wash hands, don't touch face, cover cough, social distancing) and follow guidelines of public health agencies.
13. SEM Committee	The SEM Committee presented their new SEM Plan for 2020-23 (above) and it was adopted. At this point, this Committee has completed its work.
14. Matters of Public Interest	No email update was provided.
ADJOURNMENT	4:11 PM