



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, February 5, 2020**

**Building 2, Room 10**

**Regular Meeting: 2:10 – 4:00 p.m.**

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

**Members absent:** Nick Carr, Rachel Corrales, Jeri Eznekier, Nick Martin

**Guests and others present:** Erik Gaspar, Jai Kumar, Gampi Shankar

AGENDA ITEM	CONTENT
<p><b>1. Welcome and Approval of Minutes</b></p>	<p>Meeting called to order at 2:18 p.m.</p> <p>Amendment to Agenda:</p> <ul style="list-style-type: none"> <li>• Removal of Facilities Update: Due to scheduling conflicts, Chris Strugar-Fritsch, District Director of Capital Projects, and Jack Herbert, Swinerton Director of Construction Management Services, may not be able to attend future meetings to provide facilities updates. The College may schedule a facilities forum in the future and Facilities will try to keep their attendance at division meetings. The facilities updates will be removed from future agendas.</li> <li>• A request to amend the timeline for resource prioritization was made, which would extend the due date, which was February 19, so that programs and divisions would have more time to submit their prioritizations. A recommendation to replace the Facilities Update with discussion/action on the timeline for resource prioritization was proposed.</li> </ul> <p>ACTION: a motion to approve of the Consent Agenda along with the two amendments was made. Motion passed.</p>
<p><b>2. Auxiliary Services Update</b></p>	<p>Tom Bauer reported that the District's Auxiliary Services and Enterprise Operations has been renamed to Auxiliary and Community Services since it more accurately reflects the functions of the organization.</p> <ul style="list-style-type: none"> <li>• Cañada Bookstore Manager Jai Kumar was recognized for his efforts covering both the Cañada and CSM Bookstores for the past three months due to a personnel change at CSM. Inclusive access has improved at CSM since Jai stepped in. The Board wanted to see the three bookstores work together seamlessly, and Jai's efforts have made that happen.</li> <li>• The Brown Bag Program was developed at Cañada College and it was recognized by the Board with an Above and Beyond Award. From that, a food insecurity pilot was launched and the board made available \$1 million to deal with issues student hunger at the three campuses. The pilot program kicked off at the end of January and 23 CSM students, 129 Skyline students and 75 Cañada students have been referred since it began. Each campus has a point of contact that works with SparkPoint, Student Services and other campus groups. Students who are in crisis are identified and aid is made available to them without strings attached. The pilot replicates the program at Cañada and the VPSS at each campus, along with Tom Bauer, Karrie Mitchell and Aaron McVean will review the</li> </ul>

	<p>program and make refinements over the summer. The program will be available to students in the summer.</p> <ul style="list-style-type: none"> <li>• Due to a drop off in business at night, the hours at The Grove are changing. The Grove will close at 6:00pm instead of 7:00pm. This drop off is also occurring at Skyline College and is likely due to a reduction in enrollment district-wide. The Bookstore will still be able to provide hot meal options.</li> <li>• The district is reviewing proposals from two One Card systems: Seaboard, which is used at University of San Francisco and Transact, which is used at University of Santa Clara. They hope to have the system ready for use in January 2021, but it could be ready by fall. The One Card will be transactable in the bookstore, with food service providers and other campus locations. The SMCCCD will be one of the first community college district's that will have a One Card system.</li> <li>• President Moore, Vice President Robinson, Athletic Program Director Matt Lee met with Tom Bauer, Jose Nuñez and Interim Chancellor Claire to talk about progress being made with Building 1. The International Health and Recreation Sports Association Show to start looking at equipment and making decision. Tom Bauer attends each year and has invited people from the Cañada team to also attend. If there are issues that can be corrected before the building opens, they will be made. Otherwise, they may make better decisions once the building opens.</li> </ul>
<p><b>3. Timeline for Resource Prioritization</b></p>	<p>The original request date for resource prioritization was February 19, but the deans asked to extend the timeline. The date of March 4 was proposed however division meetings need to be held. The form and template need to be distributed to the programs and departments for their rankings and then the divisions would rank. The deans would also like to have the template to help guide the discussions with their divisions. Diana will send the template and the rubric.</p> <p>ACTION: A motion to extend the timeline to March 18 was made. Motion passed unanimously</p>
<p><b>4. Campus Climate Survey</b></p>	<p>The survey was conducted in Spring 2019 and in Fall 2019, the leadership group looked at overarching themes. From that discussion, two larger projects were formed: new employee orientation and more opportunities to build community.</p> <ul style="list-style-type: none"> <li>• New Employee Orientation: Information on the employee orientation was presented to various senates, councils and the professional learning community. A recommendation was made to PBC to identify a group that can take it to the next step and determine when to launch it.</li> <li>• Opportunities to build community. There will be more community building events and a group may decide when and where to hold them. Recently, one was held in Building 8 at the conclusion of the Flex Day activities.</li> </ul> <p>The group discussed holding a campus climate survey this year or moving to a two-year cycle and assessing in 2021. A three-year cycle would be preferable, but a two-year cycle would be a good first step. A suggestion was made to create a task force and to share ideas in a respectful way so people will feel comfortable.</p> <p>ACTION: A motion was made to move to a two-year cycle with the instrument. Motion passed.</p> <p>New Employee Orientation: The PBC could consider adding the new employee orientation into its purpose and charge. It should fall under the responsibility of a professional learning community and each constituency should be a part of it.</p> <p>ACTION: A motion was made to add New Employee Orientation under Professional Learning Community. Motion passed.</p>

	<p>Community Building: Consider the data to inform the next step. There was discussion around what this committee might do.</p> <p>RECOMMENDATION: The PBC will bring this discussion to its next meeting Recommendation approved.</p>
<b>STANDING ITEMS</b>	
<b>5. Guided Pathways</b>	<p>Invitations went out to update the Guided Pathways structure. The steering committee meets every other week. Interest areas and phase-in groups can meet in the off weeks. The Scale of Adoption Assessment will be presented at the next PBC meeting as an action item to review. It needs to be added to the senate agendas for discussion only so there is more informed decision-making at the February 19<sup>th</sup> PBC meeting. VPSS Pérez is hopeful that it will be on the Board Agenda on February 26.</p>
<b>6. ACES Committee</b>	<p>Cañada Professor Amy Smith will be presenting a lecture, "What is Bias and How Does it Relate to You?" as part of the Equity Lecture Series. The series is focused on inclusivity and activism. It is a good opportunity for students, faculty, staff and administrators.</p>
<b>7. SEM Committee</b>	<p>The Strategic Enrollment Management Retreat was held on January 31. They will bring the committee back to do a debrief and make recommendations to PBC. They will invite Guided Pathways faculty to join them in the meetings as a way to align Guided Pathways with strategic enrollment. They are hoping to implement right away. The materials and notes are posted on the website.</p>
<b>8. Planning Council Reports</b>	<p><u>IPC</u>: The committee will meet on February 7 and will be talking about program review and looking at feedback on the process and bylaws. On Friday, February 21, the college will be having program review presentations for academic programs. Continental breakfast will be available.</p> <p><u>SSPC</u>: There is no update to report. The committee will meet on Wednesday, February 12.</p> <p><u>APC</u>: There is no update to report. The committee is scheduled to meet on Friday, February 21.</p>
<b>9. Proposed new or renewed grant and categorically-funded positions</b>	<p>Three applications for intent to apply were received:</p> <ul style="list-style-type: none"> <li>• Student Services submitted a TRiO grant in the amount of \$265,000 annually for five years. Notification is expected in the summer.</li> <li>• Science &amp; Technology submitted a MESA grant, which is \$75,000 annually for three years. Notification is expected in late spring.</li> <li>• The Learning Center submitted a DHSI grant, which is \$600,000 annually for five years. Notification is expected in the summer.</li> <li>• There are potentially some personnel items in the budget and it is hoped there is synergy between these and some of the grants that the college is posted to lose in the next few years.</li> </ul>
<b>10. President's Update</b>	<p>The Board of Trustees is holding a retreat on Saturday, February 8 at College of San Mateo. The retreat is open to the public. The agenda items are:</p> <ul style="list-style-type: none"> <li>• Review of environmental scan of factors potentially impacting the district in the coming years.</li> <li>• Overview of current major student-focused strategic initiatives, which are strategic plan, promise scholars program, guided pathways, constituent relationship management system (CRM), project, dual enrollment, Project Change, food insecurity, transportation and student housing.</li> <li>• Discussion of long-term financial plan.</li> <li>• Discussion of board vision and values for student access and success, stewardship and culture.</li> <li>• Discussion of future study session and information report topics.</li> <li>• Closed conference with the labor negotiator.</li> </ul> <p>The outcomes will be reported.</p>
<b>11. Matters of Public Interest</b>	<ul style="list-style-type: none"> <li>• Classified Senate is selling Valentine's See's candy at the Welcome Center. Proceeds benefit student scholarships.</li> <li>• Raffle tickets for baskets in the Bookstore are being sold, which also benefit student scholarships.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Fashion Department will put up a display at the new international terminal at SFO. The nine 40x32 displays will reference Cañada College and the Fashion Department and will be displayed for a couple of months.</li> <li>• The French Consulate will have six separate boot camps for environmental science, fashion design, sustainability and STEM in July. Dr. Robinson sent it to Student Life so it can be announced. If a student is accepted, they pay about half the cost of their attendance room and board. The cost is about \$1,000 plus the cost of their airline ticket.</li> </ul>
<b>ADJOURNMENT</b>	3:47 PM