



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, October 7, 2020**

**Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** Diana Tedone-Goldstone, Jeanne Stalker, Margarita Baez, Nick Carr, James Carranza, Rachel Corrales, Karen Engel, Denise Erickson, Salumeh Eslamieh, Nimsi Garcia, Max Hartman, Hyla Lacefield, Ray Lapuz, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Tammy Robinson, Megan Rodriguez Antone, Chantal Sosa, Roslind Young.

**Members absent:** Lauren Binder, Loretta Davis Rascon, Nika Self.

**Guests and others present:** Sarah Aranya, Mayra Arellano, Lorraine Barrales Ramirez, Wissem Bennani, Leonor Cabrera, Katie Chen, Alex Claxton, Mary Chries Concha Thia, Gloria Darafshi, Marcella Grant, Patty Hall, Mary Ho, Allison Hughes, Debbie Joy, Jessica Kaven, Maria Lara-Blanco, Matt Lee, Adolfo Leiva, Sarita Lopez, Mari Managadze (for Nika Self), David Meckler, Georganne Morin, David Reed, Soraya Sohrabi, Rebekah Taveau, Ameer Thompson, Lezlee Ware.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Minutes</b></p>	<p>Meeting called to order at 2:10 p.m.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Dean Hyla Lacefield and seconded by Peggy Perruccio. Motion passed.</p>
<p><b>2. PBC Agenda Management</b></p>	<p>Due to the volume of PBC agenda items at each meeting, a proposal to add either one more meeting this semester or extend the meeting time to 4:30 was made. The 2:10 start time was set up to accommodate faculty when meetings were held in person however a 2:00pm start time in a virtual environment would be fine.</p> <p>ACTION: A motion was made by Peggy Perruccio to change the PBC meeting time to 2:00-4:15pm. The motion was seconded by Nick Carr. Motion passed.</p>
<p><b>3. Economic Outlook</b></p>	<p>As the College prepares to start the resource request process for 2021-22, VP Graciano Mendoza reviewed a summary of funded items for 2020-21, reminded the PBC of the current economic outlook for 2021-22 and requested feedback from PBC on how to move forward with the 2021-22 resource request process.</p> <p><u>Summary of Funded Items for 2020-21:</u> The detailed information was shared with PBC on September 2. The College had collected approximately \$2.3 million worth of requested items during last year’s process and those were split between personnel requests and operational requests. The College funded \$2 million and tried to keep the items funded on a one-time basis as opposed to funding on an ongoing basis, although there were some exceptions because of direction from the district office for some items. Two areas were highlighted: temporary positions were funded one time in the amount of \$646,000 and one-time operational resources were funded at \$200,000.</p>

### Economic Challenges and Outlook for 2021-22 Resource Request Funding

- COVID-19: The local, state and national economic impacts are not known.
- California Wildfires: There will be significant economic impact on the state, which will impact colleges and districts.

Timelines and Milestones: In spring 2020, the district presented its multi-year revenue projections and three budget scenarios, (grim/grimmer/grimmest), and how those related to the assessed tax valuation projections. In May, the Colleges received the May Revise. The state was anticipating budget shortfalls and proposed a 15% reduction to categorical programs and an additional reduction to Basic Aid Districts categorical programs. The State addressed that through deferrals. The District made some local decisions that resulted in increases in our expenses. At the college level, Cañada is deciding on whether or not some services funded by ending grants, such as tutoring, can be institutionalized and what the impact on the budget would be.

While there is not yet information on the impact of COVID-19 on county property tax values, historical data from the most recent recession in 2009-10 can be studied. Following that recession, there was a lag time of 1 ½ years before there was a dip in property values of about 1% in 2010-11 and then they increased after that. We can expect a change in about 12-18 months.

The district's budget scenarios that were presented in 2020 were reviewed. Currently, the district is anticipating 3.6% growth in 2021-22. More information will be known by May and June 2021. The modeling results presented show trends and ranges. The best-case model shows modest projected increases to Fund 1 from \$300,000 to a high of over \$1 million, over the span of three years. The worst case projects a low increase to Fund 1 in 2020-21 followed by a significant structural deficit of around \$4 million in 2021-22 and a larger structural deficit of more than \$7 million in 2022-23.

### Adjustments to Expenses with Known Items

#### *Newly Approved Fund 1 Expenditures (Totaling approximately \$309,000.)*

- In addition to the net replacement cost for additional Academic Senate reassigned time, the College was told to increase from 1.0 to 2.6 FTE and the net additional cost is projected at \$138,000.
- The College was also instructed to hire three additional full-time faculty. The projected incremental cost is estimated at \$171,000. (The College received \$70,000 per faculty from the district.)

#### *Institutionalizing of ending grants*

- While no decisions have been made, it is estimated that there would be a potential cost of \$210,000 in additional ongoing expense if we were to continue tutoring.
- Transfer Services is to be determined. There were no cost estimates yet.

#### *May Revise*

- The College received notification of potential cuts to Strong Workforce of 57% and Student Equity, lottery and Guided Pathways and the other categorical programs by 15%.
- Significant reductions to Basic Aid District with cuts to categorical programs estimated at a \$1.8 million impact to Cañada.

Altogether the impact would be \$2.7 million on our Fund 1 budget. The \$309,000 in ongoing expense for faculty would begin this year and then potentially the \$2.7 million ongoing expense relating to reductions and grants would begin in 2021-22. In the best case, there is a moderate possibility of additional revenue and in the worst-case, the College is looking at potential losses and structural deficits in the 20%-11% range.

	<p><u>Other Costs:</u></p> <ul style="list-style-type: none"> <li>• There are one-time costs of \$1.6 million (personnel related expenses only) to carry the grants for one more year. The College is working with HR to help place individuals impacted by the ending grants.</li> <li>• COVID-19-related expenses and some emergency preparedness expenses are one-time costs.</li> <li>• Operational items such as categorical funds did not receive COLA, so those costs can be determined once negotiations are finalized. The costs would be ongoing and the funding source will need to be determined.</li> <li>• Deferred maintenance is not funded by the state, so those expenses will have to be looked at by the College. Those include PC/lab refresh items which are paid for by carryover funds and that will continue as one-time needs.</li> <li>• Facilities/Construction: As completion of Building 1 nears, the College is waiting to see if there is any financial impact or to see if we are asked or required to fund any item at the end of the project. There is still discussion taking place about the third-party management vendor so it is not known if there will be a financial impact.</li> </ul> <p><u>Next Steps:</u> The budget costs that were presented are projections and the expenses will continue to develop and change throughout the year.</p> <p><u>Milestones for 2021:</u></p> <ul style="list-style-type: none"> <li>• January: Governor's proposed budget will be received</li> <li>• April/May: District Office provides new updated revenue projections and site allocations (incorporates projected revenues from assessed property values, international student revenues, etc.)</li> <li>• May: Governor's revised budget received (May Revise)</li> <li>• June: New state budget received</li> </ul> <p><u>Resource Request Options for 2021-22</u></p> <p><u>Option 1:</u> Continue Program and Resource Request Process. Provide economic outlook to PBC for context and to assist managing expectations.</p> <p><u>Option 2:</u> Continue program and operational resource request process but suspend personnel requests due to economic outlook. Continue with operating resource requests and if funding materializes at the end of the year, fund personnel items from 2020-21 list.</p> <p><u>Option 3:</u> Suspend Program and Resource Request Process due to economic outlook. If funding materializes at end of year, fund items from FY 2020-21 list.</p> <p>After some discussion, PBC members seemed interested in Option 1 to continue the process while managing expectations. However, the three options listed above will be brought back to PBC on October 21<sup>st</sup> for final consideration and action.</p>
<p><b>4. Transfer Services Plan</b></p>	<p>VP Manuel Pérez said the College is working on strategies and recommendations around the 2+2 model to increase the number of students who transfer from Cañada to four-year institutions. Along with Dean Max Hartman, representatives from the transfer program (Soraya Sohrabi), university relationships (Mary Ho) and articulation (Gloria Darafshi) are looking at what the College is doing for transfer and university pathways. Dean Hartman said they want to develop a specific transfer plan for the College which would help the Transfer Center, ESO Adelante, University Center and STEM Center. They would like to create a temporary work group to be appointed for a short period to put together the plan and bring it back to PBC for approval.</p>

	<p>The group wants to align ESO Adelante to the College's transfer plan. They also want a comprehensive analysis of the services and have data to see who are the students who are left behind and how do we reach those students that are not seeking services. They want to provide everything possible to help students have a successful transition. They want to have all faculty and staff connected and include honors and PTK faculty in the process.</p> <p>ACTION: Dean Max Hartman proposed that the PBC authorize (and appoint) a group of faculty, staff, students and administrators to develop (and return to PBC with) a plan for aligning and strengthening transfer support services to transfer-oriented students across the College in order for the College to meet its Vision for Success transfer goals. The motion was seconded by Dean Karen Engel. Motion passed.</p>
<p><b>5. Anti-Racism Framework and Next Steps</b></p>	<p>At the September 2<sup>nd</sup> meeting, the PBC considered the Antiracism Framework and related recommendations from the summer retreat and critical conversations.</p> <p><u>Scope of Work</u></p> <ul style="list-style-type: none"> <li>• Addressing feedback on the Antiracism Framework and returning to PBC with a Framework for adoption</li> <li>• Ensure Councils, Committees, Senates, and Guided Pathways groups apply this Framework</li> <li>• Provide expertise and resources to those applying the Framework to their work</li> <li>• Help organize and lead Flex Day sessions: January, March</li> <li>• Evaluate college progress on implementing the framework</li> </ul> <p><u>Proposed Membership</u> 2 administrators, 2 faculty, 2 classified staff, 2 students and a possible external Anti-Racism Consultant (dependent on approved funding). Members to be named by Academic, Classified and Student Senates as well as administration (for admin reps) by October 22, 2020</p> <p><u>Dates</u> The taskforce would be active during this academic year, from October 2020-May 21</p> <p><u>Outside Consultant discussion:</u> Academic Senate feedback showed that people were in favor of having an outside expert consult with the group about the framework. Dean Engel said the task force would recommend the consultant as well as the length of time the consultant is needed as well as the cost. Academic Senate and Classified Senates can confirm the task force members at their next meetings.</p> <p>ACTION: A motion to approve the creating of an Antiracism Task Force and the scope of work was proposed by Dean Hyla Lacefield and seconded by Roslind Young. Motion passed.</p>
<p><b>6. Annual Plan for 2020-21</b></p>	<p>Dean Karen Engel presented the Annual Operational Plan. We are in Year 4 of the Education Master Plan and Year 1 of our Strategic Enrollment Management Plan. Attendees at the Leadership Retreat look at general priorities and developed new goals around becoming an anti-racist institution. The college mission will be reviewed again and it may need to shift as we become an anti-racist institution.</p> <p>The revised Annual Plan is linked on the PBC website. The top priorities were reviewed and Dean Engel highlighted a few edits that were made at the SSPC and IPC meetings as well as the seventh priority identified during the Leadership Retreat:</p>

	<ul style="list-style-type: none"> <li>• Pay attention to the technology tools that students may need, particularly those we may not know about yet that could help students. Dean Engel noted that the PRIE Office is developing a survey to measure students' online experiences.</li> <li>• Public items in all of the items that our community needs.</li> <li>• Build intentional connections between instructional support services and instruction in order to institutionalize the effective practices developed with funding from the College's HSI grants.</li> <li>• New: Prioritize the hiring and retention of diverse employees.</li> </ul> <p>ACTION: A motion was made by Denise Erickson to adopt the revised Annual Plan for 2020-21 and was seconded by Roslind Young. Motion passed.</p>
<p><b>7. Task Force on Committee Structure Recommendation re: Bylaw and Plan Templates for All College Committees</b></p>	<p>The discussion on this action item will be moved to the next PBC meeting and there will be a more complete draft, which is posted on the PBC website. Please send recommendations to Dean James Carranza.</p>
<p><b>8. Technology Refresh Update</b></p>	<p>Dean David Reed, Allison Hughes, Nick DeMello and the Technology Committee have revised the plan for refreshing college technology, which is posted on the PBC and Technology Committee websites. The plan outlines and defines the different types of campus technology, equipment in the computer labs, special use items and copiers and printers and the refresh cycles on those items, which would be staggered so as not to interrupt services or people's work. They also determined the criteria for items that need to be replaced, as well as the timeline. The plan is dependent on the College's budget.</p> <p>Timeline:</p> <ul style="list-style-type: none"> <li>• In April, ITS provides a list to the VP of Administrative Services including the age of the items. The committee reviews the inventory lists and collaborates with ITS to determine which technology is most in need of refreshment.</li> <li>• In May, the VPAS reviews the inventory list along with the budget and collaborates with ITS and the department supervisors to determine which technology is most in need of refreshment.</li> <li>• ITS is notified in June of the funding allocation to do the refreshments.</li> <li>• In September, ITS presents a recommended installation cycle. They also include steps for handling out-of-cycle refreshments and how to communicate the need to ITS. ITS will also present the list of requests to the Technology Committee and the planning councils, including PBC. They are also including consolidated technology purchasing guidelines, standards for purchasing hardware, non-standard hardware, software purchases and how to deal with technology that is stolen, lost or failing as well as how they dispose or surplus out-of-date items.</li> </ul> <p>The inventory will include computers in the labs and personal computers for staff and faculty and will include the age. Alison can see if ITS has historical information about when computers have been replaced.</p> <p>ACTION: A move to adopt the Technology Refresh Process was made by Dean Hyla Lacefield and seconded by Peggy Perruccio. Motion passed.</p>

STANDING ITEMS	
<b>9. Associated Students of Cañada College</b>	Mari Managadze reported that events are coming up for National Coming Out Day, Latinx Heritage Month, Dia de los Muertos, a movie fest and an art collaboration event.
<b>10. Academic Senate of Cañada College</b>	The Senate finalized goals for the year, including adding an adjunct rep on the Senate for the first time. Anthony Swanson, adjunct history faculty, was voted in as the adjunct representative for this academic year. A core group of four faculty will attend the USC Equity Leadership Alliance.
<b>11. Classified Senate of Cañada College</b>	No update was provided.
<b>12. Guided Pathways</b>	Dean Karen Engel said the Guided Pathways Steering Committee met and interest areas are meeting and working on First Year Experience and career opportunity areas. The student success teams will be preparing to meet shortly and faculty leads are working. One of last year's great outcomes was the program map development to make clear academic pathway information available to students. It is on the website and students need to be made aware of it.
<b>13. Planning Council Reports</b>	<p><u>IPC</u>: The council met on September 18 and looked at bylaws and adopted a few items. They looked at reassigned time to make sure they are serving their campus well with the process and are identifying the types of reassigned time. The information will be brought to PBC in the future. The first meeting will be held on Friday, September 18.</p> <p><u>SSPC</u>: The council met on September 23 and discussed the Anti-Racist Framework, the Annual Plan and held ongoing discussions around membership and PBC representation. The next meeting is on October 14.</p>
<b>14. President's Update</b>	<ul style="list-style-type: none"> <li>• The district has identified that the campuses will be holding virtual instruction in the spring. There may be additional resources that will be needed to sustain a virtual campus. Those requests will be communicated to PBC.</li> <li>• The College is also looking at historical views of reassigned time.</li> <li>• The President's Luncheon will be held virtually on October 20<sup>th</sup> and the information is posted on the campus website at <a href="http://www.canadacollege.edu/luncheon">www.canadacollege.edu/luncheon</a>. All funds raised will support students' basic needs.</li> <li>•</li> </ul>
<b>15. Matters of Public Interest</b>	<ul style="list-style-type: none"> <li>• Latinx Heritage Month events continue. In observance of Indigenous People's Day, the college will hold a conversation about racism in Spanish on October 12<sup>th</sup>. On October 13, there will be a panel of Latinx transfer students who will share their personal stories. On October 15, the final event will be a community forum where people can learn what Cañada College is doing to combat Anti-Blackness and support our students during COVID 19.</li> <li>• Undocumented Student Week of Action will be Oct 19-23<sup>rd</sup> and events will be announced.</li> </ul>
<b>Next Meeting</b>	The next meeting will be held on October 21 (corrected).
<b>ADJOURNMENT</b>	4:12 PM