



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, October 19, 2022**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Roslind Young, Alicia Aguirre, Nick Carr, Ronda Chaney, Rachel Corrales, Sarah Cortez (representing Jeanne Stalker), Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Max Hartman, Chialin Hsieh, Maria Huning, Hyla Lacefield, Ray LaPuz, Kim Lopez, Lisa Palmer, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Jeanne Stalker, Lesly Ta.

**Members absent:** Chialin Hsieh, Hyla Lacefield, Julian Taylor.

**Guests and others present:** Ron Andrade, Wissem Bennani, Kristina Brower, James Carranza, Anthony Leon Chumptazi, Alex Claxton, Mary Chries Concha Thia, Alison Field, Patty Hall, Mary Ho, Debbie Joy, Giovanna Mancinelli, David Reed, Chantal Sosa, Ameer Thompson.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:16 p.m.</p> <p>The consent agenda and minutes of October 5 were reviewed. The order of agenda topics was moved to accommodate presenters who were attending another meeting. There were no board-approved staffing updates to review.</p> <p><b>ACTION:</b> A motion to approve the consent agenda was made by Alicia Aguirre and seconded by Peggy Perruccio. Motion passed.</p>
<p><b>2. Student Senate/PTK Proposal: Childcare Center Task Force</b> (PTK and ASCC student representatives Giovanna Mancinelli, Anthony Leon Chumptazi</p>	<p>PTK and ASCC reps Giovanna Mancinelli and Anthony Leon Chumptazi said students are interested in establishing a childcare initiative to build a childcare center on campus. If the task force is approved, they would like to recommend removing Anthony and Giovanna from the task force membership since their class schedules may not allow them to attend the meetings. Currently, the Student Senate representative is Lesly Ta, who is also a member of PTK, and they would like the option of adding student members in the future.</p> <p>The topic was presented to the Academic Senate and David Eck said three faculty, Lorraine Barrales-Ramirez, Kristina Brower and Maggie Barrientos (CSM Childcare Center Coordinator) stepped forward to join the task force.</p> <p>Anthony said the task force will look at the funding and other questions.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Peggy Perruccio asked if it would be a childcare center or a childhood development center/lab where students in ECE could intern?             <ul style="list-style-type: none"> <li>○ President Lopez said the vision is that it would operate in conjunction with Cañada's instructional program. The task force will address the goal and title of the center as they do their research. CSM is one of many programs that they can look at.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Kristina Brower confirmed that while it is daycare, it is not drop-in care. It is like a preschool setting and parents make a commitment that their child is fully-enrolled in the program. People who work there can get experience.</li> <li>○ Patty Hall said Cañada would have a full childcare setup and would be training our teachers who work there to also supervise students, so it would be similar to what Skyline and CSM have. The taskforce will be doing research and looking at what the community needs, as well as what our faculty and students need.</li> <li>● President Lopez is concerned about the size of the task force. She feels the task force will be able to reach out to have input from students as needed. She suggested having Lesly Ta serve on the task force as they set their goals and then bring in the student voice as needed.</li> </ul> <p>ACTION: A motion to form a task force to investigate options to get childcare on campus and give the ASCC the option of adding two reps was made by Lesly Ta and seconded by Dean Hyla Lacefield. Motion passed.</p> <p>President Lopez accepted the recommendation and asked VPAS Ludmila Prisecar to chair the task force. They hope to schedule the first meeting in November and will determine the goals and timeline. The campus will be informed of the work and milestones throughout the year.</p>
<p><b>3. Strategic Enrollment Implementation</b></p>	<p>Instructional Deans James Carranza, Hyla Lacefield and Ameer Thompson and Director of Student Support Services, Ron Andrade, who is helping organize retention specialists across interest areas, talked about strategies around increasing course enrollment. They are looking at just-in-time enrollment strategies deployed three weeks before the semester starts.</p> <p>Dean Hyla Lacefield said this is part of their overall goal to reduce barriers for students. They noticed that one of the barriers that was identified was that students who had not updated their Student Ed Plans were prevented from enrolling during the priority registration period. They could then reach out earlier to those students and Dean Max Hartman was able to add drop-in counseling appointments so students could update their SEPs.</p> <p>The benchmarks were reviewed and Ron Andrade said retention specialists have been working with students on updating their SEPs for about a month, but there is not a lot of movement for a variety of reasons. It was pointed out that some students are finishing up and do not need to submit a SEP. Retention specialists will pivot and communicate with students to see if they need help with registration.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> <li>● President Lopez would like the group to report back to PBC on milestones as they are reached.</li> <li>● David Eck asked about the 328 students across the programs that have expired or blank SEPs out of 2,600 students enrolled this fall. Hyla said reducing this barrier should shift it for about 10% of those students. James will share with Chialin the question as to how much does an updated SEP get students to register early.</li> <li>● Lesly Ta noted that the district is likely going to remove the vaccine requirement for students who are enrolled, so that is a barrier that might be removed and she said it will be interesting to see if that improves enrollment.</li> <li>● Lisa Palmer noticed on the chart that the number of students who have an unknown plan of study was almost the same as the number of students who did not have an updated SEP. She asked if there was a correlation and Alex Claxton said there is not.</li> </ul>

**4. 2021-22 Actual Revenue and Expenditures**

Vice President Prisecar reviewed the expenditures for all the funding sources. The total expenditures for FY 2021-22 is \$50.6 million:

- Fund 1 is general fund unrestricted and is \$31 million or 61% of the budget.
- Fund 2 is the self-insurance fund (restricted), and the district pays most of that cost
- Fund 3 is general fund restricted, and expenditures last year were \$12.3 million, or 25% of the budget. This increase over the previous year is due to the HEERF funds that were distributed.
- Fund 4 is the capital projects fund which had an increase to \$450,427, or 1% of the budget, due to faculty and staff technology refresh and small campus projects, such as remodeling and signage projects.
- Fund 5 (Enterprise), Fund 6 (Special Revenue), and Fund 8 (post-retirement/housing loan program) showed no expenditures
- Fund 7 is an expendable trust used for direct student aid. The expenditures are \$6.7 million, or 13% of the budget. The increase was due to the additional HEERF funds allocated for students as direct student aid.

Most of the funding comes through the district site allocation. For 2021-22, the district-wide budget was \$219 million, and Cañada's portion was \$33.4 million, or 15.2%. If the resource allocation model were based on FTES, Cañada's percentage would be 24% for FY 2021-22. As a basic aid district, 85% of funds come from property taxes.

Fund 1: There are \$42.7 million in total funds for FY 2021-22. Expenditures were broken down by administrator, classified staff, faculty, and operational expenses, totaling \$31 million. Encumbrances and transfers out of Fund 1 were reviewed. Reserves will need to be set aside for potential renovations, future projects, and ergonomic furniture upgrades. The Fund 1 ending balance is \$5.5 million, and the ending balances breakdown by the fund was reviewed.

VPAS Prisecar noted that of the \$31 million in Fund 1 expenses, 54% of expenses are faculty salaries, 32% are classified, 11% are administrator salaries, and operational expenses are 3%.

Comments

- Roslind Young talked about the expense breakdown for salaries and said that the increased cost for administrators' growth was 12.3% relative to their budget, classified growth was 6.5%, and faculty at 4.16%. She said it had been a trend for a while, and she has talked to the board about it and is working toward the 50-50 rule.
  - VPAS Prisecar will check to see if there is an overlap in position, addition of positions, or vacation pay-outs.
- Roslind Young asked about Classified Professional Development funds for Classified staff. Those are included under fund 15302 and are \$97,011. Roz also noted that facility rental income is starting to increase.
- David Eck asked if there is an estimate of the lifespan of Neat Boards.
  - VPAS Prisecar said the college used HEERF funds to purchase them. They can also be purchased under Fund 4, capital improvement funds. There is a funding source set aside specifically for equipment.
- Alex Claxton asked which fund will be impacted by SB 893.
  - VPAS Prisecar said the board set aside \$6 million in one-time funds so it would not affect the budget for 2021-22. The district will look at where the funds could come from going forward and how it will affect the colleges.
- Maria Huning asked about the growth of the funeral services cohort, and what fund is the remodel/rebuild of the facilities for that program.

	<ul style="list-style-type: none"> <li>○ It was funded by Strong Workforce, a Fund 3 restricted fund. VPAS Prisecar does not have all the additional funding source information for that program.</li> </ul>
<p><b>5. Proposal for Piloting an Equity and Antiracism Planning Council</b> (Alison Field, ACES Co-Coordinator, Manuel A. Pérez, ACES Co-Coordinator, Mary Ho, ACES Co-Coordinator)</p>	<p>Mary Ho reviewed the proposed recommendations.</p> <p><b>Recommendations</b></p> <p>(1) Pilot an Equity and Antiracism Council (EAPC) FOR Spring 2023 in which both Councils (PBC and EAPC) make recommendations to the President;</p> <p>(2) Academic Committee on Equity and Success (ACES) will (a) build on recommendations of the summer work group and (b) develop a proposal for EAPC membership and Bylaws;</p> <p>(3) ACES will return at the December 7 PBC meeting to provide a progress update or proposal for EAPC membership and Bylaws.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>● David Eck shared feedback from the Academic Senate. One member expressed concerns around forming another council because of workload challenges. Another felt that the training around antiracism does not require a council, but can happen elsewhere.</li> <li>● Peggy Perruccio feels that this is work that should be done by ACES and another council is not needed. If they feel that something additional is needed, they could restructure ACES. She also feels that the participatory governance reporting structure should not be changed. Things could go to ACES and when further action is needed, it would be presented to PBC and then PBC would report to the President.</li> <li>● Rachel Corrales agrees with Peggy Perruccio regarding the structure and feels that there should not be another council. <ul style="list-style-type: none"> <li>○ Mary Ho said EAPC would be the merger of ACES and the Antiracism Council. It would be more expansive than what ACES does now.</li> </ul> </li> <li>● Regarding feedback from the senates, Vice President Pérez asked if Academic Senate offered suggestions as to where training would be anchored. <ul style="list-style-type: none"> <li>○ David said those were comments were raised at Academic Senate and he agreed to pass along any comments for people who might be attending PBC where the action was taking place. Academic Senate as a whole did not take a formal position on it.</li> <li>○ Rachel said that the Classified Senate did not vote, but Rachel and Peggy have spoken with Classified members. Rachel clarified that she left the last meeting early and did not vote in support of the council, although it was reported that she did.</li> <li>○ Roslind Young confirmed that Classified Senate did not have an official vote.</li> </ul> </li> <li>● David Eck asked about some of the new work that is being proposed regarding the review of policies and practices at the College and if that is something ACES already does or if it is an evolution from what ACES is currently doing. <ul style="list-style-type: none"> <li>○ Alison Field said it was a charge that came through the College's Antiracism Task Force as well as ACES. The College also received recommendations from Áse around re-envisioning participatory governance and centralizing equity and antiracism work. ACES and the Antiracism Task Force met and identified goals and tasks that they would recommend that a new council would take on. Those include and overseeing equity/antiracism goals around training and professional development, as well as programming and reviewing and revising policies and procedures. When that was presented to committees and councils in the spring, those groups felt it was important, which is why they got support for that last spring.</li> </ul> </li> <li>● David Eck asked if all three of their overall goals that the new council would do are ones that ACES has not done.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Alison said ACES has not looked specifically at those goals, only pieces of those goals. Such as programming through the equity lecture series a couple of years ago. They contribute to professional learning, such as activities at Flex Day, but they have not had an oversight of antiracism training and learning on the campus. That is not something that ACES has been in charge of.</li> <li>○ The goals that the equity and antiracism and leadership group established go beyond what ACES has done. ACES has worked on some programming and professional learning, but has not done any of the reviewing/revising of policies and procedures.</li> <li>○ Vice President Pérez said as part of the third recommendation, the ACES co-chairs will share the bylaws and membership proposal at the December 7 PBC Meeting so that everyone is familiar with the functions, actions and next steps.</li> </ul> <p>ACTION: A motion to accept the three recommendations was made by Maria Huning and seconded by Karen Engel. There were nine “yes” votes, three “no” votes and five members abstained from voting until bylaws can be presented, with Lesly Ta as an implicit abstention. Motion passed.</p>
<p><b>6. Student Equity and Achievement Plan 2022-25 Draft</b> (Alison Field, ACES Co-Coordinator, Manuel A. Pérez, ACES Co-Coordinator, Mary Ho, ACES Co-Coordinator)</p>	<p>Vice President Pérez and it is time to update the Student Equity and Achievement Program (SEAP) Plan for 2022-25. SEAP is a California Chancellor’s Office initiative and is an effort to address gaps for disproportionately impacted communities. VP Pérez shared a summary of the process for working through the participatory governance process. They will be discussion with constituencies starting on October 21.</p> <p>Mary Ho said they identified groups with the deepest gaps using data from PRIE over a set timeframe. Alison Field said the SEAP plan is focused on five metrics with the populations that are impacted. The disproportionately impacted student population for each metric was identified:</p> <ul style="list-style-type: none"> <li>● Successful Enrollment in the first year, Black/African American students</li> <li>● Completed transfer level English and math in the first year, Hispanic/Latinx students</li> <li>● Persistence; first primary term to subsequent primary term, Filipino students</li> <li>● Attained the Vision for Success Definition of completion within three years, Hispanic/Latino male students</li> <li>● Transferred to a four-year institution within three years, Hispanic/Latinx students</li> </ul> <p><u>Timeline:</u> ACES is working on the SEAP Plan, along with an ACES subcommittee that is doing the writing. The SEAP Plan must be submitted to the state by November 30. They will present a draft SEAP plan to PBC for action on November 2. The plan will be revised and refined and a final draft will be presented to PBC on November 16. On November 30, they will share it with the Board of Trustees as part of the consent agenda for their adoption.</p>
<p><b>STANDING ITEMS</b></p>	
<p><b>7. Associated Students of Cañada College</b></p>	<p>No student report was presented.</p>
<p><b>8. Academic Senate of Cañada College</b></p>	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> <li>● The Academic Senate drafted a list of annual goals, which will be posted to the Academic Senate website by Monday.</li> <li>● There are two new items that will be discussed at the October 27<sup>th</sup> meeting: <ul style="list-style-type: none"> <li>○ The resolutions that came out of the State Academic Senate (ASCCC) regional meetings that will be considered at ASCCC’s Fall plenary</li> <li>○ They will also take a first look at a possible Cañada Academic Senate resolution concerning the use of enrollment data from the last three years for program review.</li> </ul> </li> </ul>

<b>9. Classified Senate of Cañada College</b>	President Lopez addressed the Classified Senate at the October 13 meeting. Roslind Young said that senate members are looking at how to spend the \$97,000 allocated for professional development. They are also looking at what free college means for classified staff.
<b>10. Planning Council Reports</b>	<p><u>IPC</u>: Lisa Palmer reported that they heard a presentation from the work group that would like to form EAPC. There was also a good discussion of the issue that was brought up by students that would allow them to take all of their coursework online. They also had an update by ACES.</p> <p><u>SSPC</u>: Maria Huning announced that the next SSPC Meeting will be held on Friday, October 21 from 8:30-11:00am and there will be a presentation on the SEAP Plan.</p>
<b>11. President's Update</b>	<ul style="list-style-type: none"> <li>• In her weekly update, President Lopez shared a report that was released by the Center for Community College Student Engagement (CCCSE) released a report, Mission Critical and the Roll of Community Colleges in Meeting Students' Basic Needs. Data was based on a survey conducted last spring of 80,000 students in more than 190 institutions across the country. Cañada College's SparkPoint Center was highlighted as an example of programs addressing multiple basic needs.</li> <li>• This is Undocumented Student Week of Action and events are happening throughout the week.</li> <li>• People are encouraged to sign up and attend the President's Luncheon that will be held on campus on Tuesday, October 25. They are raising funds for the on-demand transportation program for students.</li> <li>• The next Board of Trustees meeting is on Wednesday, October 26. The main topic for discussion will be suspending the vaccination status for all students/employees.</li> </ul>
<b>12. Matters of Public Interest and Upcoming Events</b>	<ul style="list-style-type: none"> <li>• <u>Star Party, October 28</u>: Roslind Young announced that the Star Party will be held at the Astronomy Center, Building 24 from 6-9pm. There will be telescope observations, free food and games.</li> </ul>
<b>ADJOURNMENT</b>	The meeting was adjourned at 4:01 p.m.
<b>Next Meeting</b>	The next meeting will be held on November 2, 2022.