

Business, Design, and Workforce Division Meeting

Friday, December 4, 2020

Meeting Minutes

12:00 – 2:00 p.m.

Cañada College

Zoom Meeting

Present: Leonor Cabrera, Jonathan Wax, Gampi Shankar, Elsa Torres, Annie Nicholls, Jamie Hui, Hyla Lacefield, Ronda Chaney, Sarita Santos, Peggy Perruccio, Janice Weeks, Althea Kippes, Richard Schulke, Bernadette Newland, David Gainey, Maria Huning, Chris Strugar-Fritsch, Marie Mejia, Kathleen Lorist, Graciano Mendoza, Patty Hall, Jonna Pounds, Paul Naas, Julian Branch, Tammy Robinson, Karen Engle

1. Building 13 & 22 Update – Marie Mejia & Chris Strugar-Fritsch

- a. Building 13 plans are still with state planning. Hoping to have this finished by end of the year.
 - i. Next step is State Chancellor's office approval
 - ii. Then we can go out for bids
 - iii. Ideally have construction starting summer 2021.
- b. Overview of Building 13 Swing Plans
- c. INTD has already moved locations
- d. Building 13 Modernization has a budget of \$26,199,000
- e. See Attachment 1 for more details

2. Budget Update – VPAS Graciano Mendoza

- a. FY 2020-21 CarryOver Funds Update
- b. Review of unspent funding carrier over to the following year for Fund 1.
- c. Taking as conservative approach as possible regarding funds.
 - i. Jan 2021 – Governor's Proposed Budget
 - ii. April – May 2021 – District's Multi-Year Revenue & Site Allocation Projections
 - iii. May 2021 – May Revise
- d. Question re: AFT/CSEA Contracts timeline
 - i. Answer: This is at the District, and we will be waiting for decisions to be made.

- e. Question re: Carry over funds, do they keep on carrying over, or at some point this go away?
 - i. Answer: It's complicated, since this crisis carries over across calendar and fiscal years, but yes.
- f. Question: What is does the reserve look like?
 - i. Answer: Carry over and reserve are different, and we do have some reserves, but these may come into play for multi-year projection.
- g. Question: When we discuss expenses, do have substantial operations expenses that have lessened over time since we are not on campus?
 - i. Answer: It has been consolidated in the Carry Over funds, there have been some, but complicated to disaggregate these funds.
- h. Question: How does this information fit in with college enrollment management strategies?
 - i. Answer: Instruction and IPC is where they are having these conversations, not so much in the fiscal side of the house re: strategy.
- i. Question: How do Strong Workforce funds support low-enrolled classes?
 - i. Answer: Yes, we have done this in the past, but decisions haven't been made. The Office of Instruction will make these decisions.
- j. Question: Is there cost-benefit analysis on Strong Workforce funds?
 - i. Answer: There has not been, but we can have this as an agenda item for our next division meeting.

3. Program Review Data Dashboards – Jamie Hui

- a. DataDashboard/Argos is being replaced by SAP.
- b. Data Packets are on the PRIE Website:
<https://canadacollege.edu/prie/Data-Dashboards.php>
- c. These new Data Packets are what should be used for Program Review.
- d. There is still historical data available.
- e. If you have any data requests, please use:
<https://canadacollege.edu/prie/datarequestform.php>
- f. Request for designation when there is data missing. Dean Lacefield has already asked about this.
- g. Request for registration data for our classes from the Office of Instruction.

- 4. Digital Art & Animation Campus Movie Fest – Paul Naas**
 - a. Our students participated the week of December 10.
 - b. Our group of 10 students have moved onto the next round.
 - c. Showing of our student's video VIA.
 - d. This is the 4th year in a row our students have placed.
 - e. Our students also did the 24-hour Animation Competition.
- 5. Office of Instruction Update – Dr. Tammy Robinson**
 - a. We have completed applications for release time, thanks to everyone who submitted their applications.
- 6. President's Update - Dr. Jamillah Moore**
 - a. We are serving 800-900 families every week with our partnership with Second Harvest.
 - b. Thanks to all faculty and staff who have been raising to the occasion during these challenging times.
 - c. Decision will be made soon regarding bringing student sports back for the Spring 2021 semester. The testing issue is very complicated and expensive, so it will be over a million dollars.
- 7. PRIE Update – Karen Engle**
 - a. Student Engagement Survey with 10% response from students.
 - b. Preliminary survey results:
<https://canadacollege.edu/prie/Canada%20College%20Student%20Engagement%20Survey%20Fall%202020%20Prelim%20Results%20for%20PBC%2012.2.2020.pdf>
- 8. Technology Committee Report – Maria Huning**
 - a. As you heard from VP Mendoza there are some carryover funds that have been designated for refreshing the technology on campus. It is funded at \$416,000 and has been broken into PC Tech Refresh, Lab Tech Refresh, and Tech contingency categories. Additionally, there are COVID-19 emergency funds for student hotspots at \$60,317. Additionally, Hyla has been working to broker a deal to provide refurbished computers to our students for them to keep. It is still in the works, so updates are still to come.
- 9. IPC Committee Report – Jamie Hui**
 - a. Review and discussion about Reassigned Time Application
 - i. IPC went over each application
 - ii. Faculty gave various feedback for example, recommending measurable outcomes
 - iii. Faculty responded to questions about their application
 - iv. Many common questions were, how are these positions different from what faculty are already doing in their contract?

- v. CE programs have different measures/outcomes that are not represented in the application.
- b. Instructional Program Review Process
 - i. Did not have enough time, quick review
 - ii. Suggested IPC to provide an operation calendar
 - iii. Faculty shared difficulty in responding to data questions in program review when the data samples are small.