



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, February 19, 2020**

**Building 2, Room 10**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** Diana Tedone, Nick Carr, JT Eden, Karen Engel, Salumeh Eslamieh, Max Hartman, Hyla Lacefield, Nick Martin, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Tammy Robinson, Megan Rodriguez Antone, Roslind Young.

**Members absent:** Jeanne Stalker, James Carranza, Rachel Corrales, Loretta Davis, Jeri Eznekier, Michael Hoffman, Peggy Perruccio, Chantal Sosa

**Guests and others present:** Mary Chries Concha Thia, Jessica Hatzistratis, Allison Hughes (for Jeanne Stalker)

AGENDA ITEM	CONTENT
<p><b>1. Welcome and Approval of Minutes</b></p>	<p>Meeting called to order at 2:15 p.m.</p> <p>Approval of Minutes: Approved with one abstention. Agenda Discussion: Campus Climate Survey was to be discussed, but will be added to the next agenda.</p> <p>ACTION: a motion to approve the Consent Agenda and postpone the Campus Climate Survey to the next meeting was made. Motion passed.</p>
<p><b>2. Institutional Learning Outcomes – Graduation Survey Task Force selection/ identification</b></p>	<p>Each year, the College has evaluated its ability to achieve its Institutional Learning Outcomes (ILOs) via a Survey of Graduates. Last fall, when the PBC reviewed the results of the spring 2019 Graduation Survey, members observed that they would like to re-evaluate the Survey instrument before it is administered again. For that reason, Dean of PRIE Karen Engel asked the PBC to identify a small work group or task force to review the Graduation Survey elements and return to PBC with proposed changes.</p> <p>Dean Engel also observed that Cañada’s Institutional Learning Outcomes (ILOs) were last updated in 2013.</p> <p>Suggestions were made to work on the following areas:</p> <ul style="list-style-type: none"> <li>• ILOs need to be discussed. The ILOs should be looked at in the context of the college mission statement which was updated in 2018. They should be adjusted to match the 2018 mission statement, including a 6<sup>th</sup> element related to equity.</li> <li>• Revise the Graduation Survey.</li> <li>• Discuss the viability of using student ePortfolios as another way to evaluate the College’s achievement of its ILOs.</li> <li>• Review the Mission Statement. The Mission Statement was updated a couple of years ago. Since the college is midway through the 201-2023 five-year plan, the Mission Statement should be up for review next year and could be updated more comprehensively then and aligned with more refined ILOs at that point.</li> </ul> <p>ACTION: A motion was made to have a small work group of three to five people to fine tune the ILOs so they reflect the college’s updated Mission Statement that was done in 2018 and make</p>

	<p>suggestions on how to better measure the ILOs through the annual Graduation Survey. Michael Hoffman, Max Hartman, JT Eden, Tammy Robinson and Allison Hughes will work on this project. Motion passed.</p>
<p><b>3. College Scorecard Update Process (Updating our Institution Set Standards)</b></p>	<p>The College is midway through its five-year Education Master Plan (EMP). Two years ago, in an effort to better “operationalize” and achieve the goals laid out in the EMP, PBC implemented an annual strategic (or operational) plan that synthesizes all of the College plans, as well as ACCJC and other State mandates, to identify priority projects and actions for the coming year.</p> <p>It is also time the College updated its Institution Set Standards and created a new set of benchmarks (a college scorecard) that better reflects the goals the Colleges has set with respect to the CCCCCO Vision for Success, the Student Equity and Achievement Plan and Guided Pathways.</p> <p>A suggestion was made to form another work group to work on annual planning for 2020-21 and looking at the Institutional Set Standards and related metrics.</p> <p>A suggestion to fine tune the plans and assessments each year was made in the context of longer-term efforts. The annual plan can be considered in terms of short-range actions to achieve longer-range goals established by the EMP.</p> <p>ACTION: A motion was made to move forward with developing a small work group to work on annual operational planning as well as the scorecard. Allison Hughes, JT Eden, Mary Chries Concha Thia and James Carranza will work on the project. They will ask for representation from Guided Pathways and Equity to join them and those names will be announced. Motion Passed.</p>
<p><b>4. Scale of Adoption Assessment – Guided Pathways</b></p>	<p>Guided Pathways is on a five-year implementation plan and they are finishing Year 3. They need to provide a progress report to the statewide system office on how the implementation is going. The Scale of Adoption Assessment was distributed to the College Senates, although the ASCC would like an additional presentation. It is presented to PBC for final review before it is endorsed. It would then be sent to the Board of Trustees for their endorsement by the March 1 deadline. The Assessment is posted on the PBC website so student will be able to review. VP Pérez encouraged JT Eden to ask students to provide input directly to Max Hartman.</p> <p>ACTION: A motion was made to endorse the Guided Pathways Scale of Adoption Assessment. Motion passed.</p>
<p><b>5. State Budget Overview</b></p>	<p>Spring Finance Presentations:</p> <ul style="list-style-type: none"> <li>• February 18: The first forum provided highlights from the Association of California Community Colleges Administrators (ACCCA) state budget workshop on January 15. It provided an economic forecast and highlights from the Governor’s proposed budget.</li> <li>• March 18 or 19: The second forum will review Cañada College’s fiscal trends. The forum will be at 3pm and the date and location will be confirmed.</li> <li>• April or May: The third forum will focus on multiyear revenue that Cañada gets from the District and possibly resource funding for the next fiscal year.</li> </ul> <p>Highlights from Mark Schniepp’s Economic Presentation and Governor’s Budget</p> <ul style="list-style-type: none"> <li>• Dr. Schniepp’s presentation looked at economic strength, the unemployment rate and strength of job creation. The economy is slowing, but is still doing well. Unemployment is at a 50-year low. The job openings in California were reviewed by region and the Bay Area and Southern California are high, which impacts enrollment numbers. Film, technology and computer science are strong industries.</li> <li>• While the economy is strong, there is still talk about recession. The State’s general fund ending balance in 2009 had a structural deficit and since then, the state has been building its reserves and fund balances and doing one-time allocations. A lot of institutions learned</li> </ul>

	<p>from the experience and the SMCCCD Board of Trustees now mandates a 15% reserve. Some economists feel the economy will continue to expand, however in six months, the state should start planning for a recession.</p> <ul style="list-style-type: none"> <li>• Birth rates are reducing and in-migration is negative as people are leaving the state. Enrollment is dropping however distance education is increasing. This is happening statewide and is not just a local phenomenon. There should be steady, stable enrollment through 2023 with a rise in 2024-2025 before the current birth/death rate reduces enrollment by more than 15%.</li> <li>• The Governor's proposed budget for fiscal year 2020-21 was reviewed. Since the state is anticipating a recession, it is recommended that the College focuses on getting its finances in order. There are increases to revenue statewide. The funded COLA is proposed at 2.29%. This is a proposal. In May, the Governor's revision will be presented and then the budget is signed by the Governor in June. There is 0.5% for student enrollment growth. There is no proposed change to current student fee levels. A select group of categoricals will be consolidated at the state level for administrative purposes. CalSTRS and CalPERS employer rates continue to increase.</li> <li>• A copy of the Governor's proposal will be posted on the Business Office's website.</li> </ul>
<b>STANDING ITEMS</b>	
<b>6. Guided Pathways</b>	The update was previously reported in the minutes.
<b>7. ACES Committee</b>	There was no update reported.
<b>8. SEM Committee</b>	The committee will hold its first meeting during the week of Feb. 24 and return with a plan in March.
<b>9. Planning Council Reports</b>	<p><u>IPC</u>: Program review presentations in Humanities will be presented on February 21 from 9:30-11:00am. Breakfast will be provided.</p> <p><u>SSPC</u>: Resource prioritization was updated. They reviewed the Scale of Adoption, regular general updates on AB 504, a proposed \$1 increase to \$2 for student fees, which would go to the state for state student senate activities. They are working on handbooks, removing language around fee waiver stipulations, which no longer stipulate based on a student's identify.</p> <p><u>APC</u>: There is no update to report. The committee is scheduled to meet on Friday, February 21.</p>
<b>10. Proposed new or renewed grant and categorically-funded positions</b>	There was no update reported.
<b>11. President's Update</b>	<p>Highlights from the Board of Trustees' Retreat were presented.</p> <ul style="list-style-type: none"> <li>• They discussed district-wide strategic initiatives, which will be shared at the next PBC Meeting, as well as AB 705 (Promise). They talked about how the district moves forward with initiatives as well as Guided Pathways, what must be done in teaching and learning. They would like to increase Promise Scholars from 3,000 to 5,000. Cañada has 498 Promise Scholars.</li> <li>• The district is in the middle of the CRM project and meetings will be held.</li> <li>• They talked about international students and the funding received.</li> <li>• They would also like to have more information about what the colleges would like to do.</li> </ul> <p>President Moore congratulated Diana Tedone, Matt Lee and Tammy Robinson for their work on the new Kinesiology/Athletics/Dance building. There will be a walk-through of Building 1 on February 21. Trustee Mandelkern will attend, as will President Moore and Vice President Robinson. When the building comes online in 2021, it will be the largest building in the district and there will be a need for additional resources.</p>
<b>12. Matters of Public Interest</b>	None reported.
<b>ADJOURNMENT</b>	4:06 PM