



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, November 4, 2020

Via Zoom

Regular Meeting: 2:00 – 4:15 P.M.

Members present: Jeanne Stalker, Diana Tedone, Margarita Baez, James Carranza, Rachel Corrales, Loretta Davis Rascon, Karen Engel, Denise Erickson, Salumeh Eslamieh, Nimsi Garcia, Max Hartman, Hyla Lacefield, Ray Lapuz, Mari Managadze, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Megan Rodriguez Antone, Nika Self, Chantal Sosa, Roslind Young.

Members absent: Nick Carr, Tammy Robinson.

Guests and others present: Lorraine Barrales-Ramirez, Wissem Bennani, Nick DeMello, Julie Hong, Debbie Joy, Bettina Lee, Matt Lee, Sarita Lopez, Aaron McVean, Lisa Palmer, David Reed.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Minutes</p>	<p>Meeting called to order at 2:07 PM.</p> <p>The consent agenda was reviewed and there was a proposal to postpone the agenda item, English Faculty Replacement Position, until the next PBC Meeting.</p> <p>ACTION: A motion to remove the English Faculty Replacement Position topic from the agenda and postpone to the November 18th meeting was made by Dean Hyla Lacefield and seconded by Margarita Baez.</p> <p>Motion passed.</p>
<p>2. District Strategic Plan</p>	<p>Vice Chancellor Aaron McVean presented the draft of the District Strategic Plan. The district had hoped to complete it in the spring, but the timeline was pushed back due to COVID-19. Vice Chancellor McVean worked with a Steering Committee to develop the draft, entitled “Student Success, Equity and Social Justice,” which is designed as an update of the existing district strategic plan and not a complete revision. It incorporates some of the areas of focus from the individual college strategic plans with the district strategic goals and strategies. The Steering Committee focused on:</p> <ul style="list-style-type: none"> • Continuing to promote completion as a comprehensive agenda for the district. • Equity and social justice to make sure students are completing their educational goals, particularly degrees, certificates and transfers, in order to be able to access the economy in San Mateo county and beyond. • Reviewing the degree attainment in San Mateo County. SMCCCD provides access to higher education for a vast majority of the community. • Using data from the Silicon Valley Index, they looked at high school graduation rates by race and ethnicity and who is achieving automatic transfer to the UC/CSU systems. • The unemployment rate, which is now at almost 11% (from a previous level of less than 2%), due to COVID-19. <p>Vice Chancellor McVean reviewed the Strategic Goals:</p>

	<p><u>Strategic Goal #1:</u> Develop and strengthen educational offerings, interventions, and support programs that increase student access, success, and completion.</p> <p><u>Strategic Goal #2:</u> Establish and expand relationships with school districts, four-year college partners, community-based organizations and employers to increase higher education attainment and economic mobility in San Mateo County.</p> <p><u>Strategic Goal #3:</u> Promote innovation and excellence in instruction to support student learning and success.</p> <p><u>Strategic Goal #4:</u> Ensure necessary resources are available to implement this strategic plan through sound fiscal planning and management of allocations, protect community-supported status and undertake the development of alternative sources of revenue that support educational programs beyond that which is available from community and state allocations.</p> <p>The District Strategic Plan was presented as a draft at the October 14th Board of Trustees Study Session and detailed information is included on the Board Report from October 14th. The draft will be presented to all college Planning and Budgeting Councils, Classified Senates, Academic Senates and Associated Student Senates for feedback. They hope to present it to the Board of Trustees for adoption in January. PBC members were asked to review the draft with their constituents and provide any feedback or suggested changes to Dean Engel by the end of November.</p>
<p>3. Updated Timeline for Position Requests</p>	<p>At the October 21st PBC meeting, committee members voted to select Option #1 to Continue the Program and Resource Request Process and Provide economic outlook to PBC for context and to assist managing expectations.</p> <p>The personnel request presentations will now be scheduled. Typically, these are done by early November, but the process is running late this year. December 3rd and 4th have been chosen for those presentations. Academic and Classified Senates will be prioritizing these positions at their December 10 meeting and will forward their recommendations to PBC for action on December 16.</p> <p>Since the process is being done late this year, President Moore will not be able to write and prepare her response before the end of the semester. She wants people to have time to complete the process, hold the presentations and provide the input before the end of the fall semester. President Moore will present her response as soon as possible in January.</p> <p>ACTION: Dean James Carranza made a motion to approve the updated timeline for the position request process, which was seconded by Dean Hyla Lacefield. Motion passed.</p>
<p>4. Student Services 2019-20 Staffing</p>	<p>Vice President Manuel Pérez announced that Student Services staffing requests have been discussed with the Cabinet and Division Deans. There are three positions that are being discussed:</p> <p>Program Services Coordinator (1.0FTE), Veterans Resource & Opportunity Center (VROC) The position has been vacant since mid-summer 2020, but in the past was funded for three semesters as a full PSC for a short-term temporary hire. They looked at current vacancies in the Welcome Center and the Retention Center (Counseling) and talked with CSEA leaders on how to consider funding and FTE. It was approved in 2019-20 in a secondary list of positions that the college wanted if additional funding was available.</p> <ul style="list-style-type: none"> • A suggestion was made to add Counseling Services in the title of the PSC VROC position. Dean Max Hartman said it is identified in the job description and announcement that was worked on with CSEA. The position will support the Welcome Center team and the duties previously assigned to the Retention Specialist. Any change to the job title or to the FTE of a vacant position must be approved by the Board of Trustees.

	<p>Counseling/Career Resources Aid (1.0FTE), Welcome Center & Career Center A vacant OAll position in the Counseling/Career Center that was a .48 FTE position was combined with a 1.0 FTE OAll Welcome Center position that was vacant to create a position at a higher level that would be called a Counseling/Career Resources Aid. It was approved by the Board of Trustees and CSEA reviewed and support the position.</p> <ul style="list-style-type: none"> • A question was asked about where the Counseling/Career Resources Aid will physical work once people return to in-person working. Dean Hartman will work with the Welcome Center Team and Career Resources to make sure the person is seated in the right place to appropriately support both programs. • If two OAll positions are being repurposed for the PSC VROC and Counseling/Career Resources Aid positions, a question about how many OAll staff will remain to support the Welcome Center. Dean Hartman said there will be two OAlls in the Welcome Center. <p>Program Services Coordinator (1.0 FTE), Dream Resource Center Program Services Coordinator Dream Resource Center started in fall 2019, but has been a full-time, short-term temporary position since spring 2020. The Dream Center position was approved as part of the college’s primary grouping of 2019-20 positions and was contingent upon funding. They are discussing the position with CSEA leadership. It is legislated (AB 1645) and Dreamer Resource Liaisons need to be in place on all the respective campuses to help support undocumented communities.</p> <p>These are full-time positions that were part of the 2019-20 process and VP Pérez wanted to present them again to PBC. The Vice President of Administrative Services, CSEA leadership and HR leadership worked on this. The positions will be appearing online or in HR announcements. Vice President Pérez is continuing to discuss these with the various senates, area deans, CSEA leadership and HR, keeping in mind the economic situation.</p>
<p>STANDING ITEMS</p>	
<p>5. Associated Students of Cañada College</p>	<p>Mari Managadze reported on recent Student Senate events:</p> <ul style="list-style-type: none"> • An election “unpacking” space will be held today, November 4, 2020. • A gaming event during the regular “Tune-Up Tuesdays” study session was held on November 3. • The ASCC held a Halloween costume contest. • A Dia de los Muertos celebration was held on November 2. <p>Upcoming Events:</p> <ul style="list-style-type: none"> • The ASCC will be hosting a Leadership Over Lunch event later in November with a panel of local artists. • An International Education Week event will be held for Cañada’s international students. • The Campus Movie Fest has been postponed to December. <p>Other News:</p> <ul style="list-style-type: none"> • During the October 22nd ASCC meeting, Black Student Union President Nigel Hawkins gave a presentation from the BSU on some anti-racist framework and demands. • Michiko Kealoha, Adrian Afif and Mari Managadze are going to participate in the TEDX CSM event. • The ASCC approved several budgets, including those for a Middle College Halloween Event, the Leadership Over Lunch event, and the Campus Movie Fest.
<p>6. Academic Senate of Cañada College</p>	<ul style="list-style-type: none"> • Academic Senate’s next meeting is November 12 • The Academic Senate CCC Plenary is November 5-7 and Diana Tedone-Goldstone will b attending.

7. Classified Senate of Cañada College	<ul style="list-style-type: none"> Vice Chancellor Aaron McVean will attend the December Classified Senate Meeting.
8. Guided Pathways	No update was reported.
9. Planning Council Reports	<p><u>IPC</u>: No update was reported</p> <p><u>SSPC</u>:</p> <ul style="list-style-type: none"> Dean Max Hartman did not attend the last SSPC meetings but the draft minutes were posted to the SSP website.: The next SSPC meeting will be held on Tuesday, November 10 at 2-4pm. The date was moved from November 11 in observance of Veteran's Day. <p><u>APC</u>: No update was reported.</p>
10. President's Update	Dr. Moore announced that former Cañada College President and retired SMCCCD Trustee Tom Mohr passed today. An announcement will be sent out campus-wide and the College will honor and celebrate his life once we return to campus.
11. Matters of Public Interest	No reports were provided.
Next Meeting	The next meeting will be held on November 18.
ADJOURNMENT	3:30 PM