

Educational Planning Committee

November 16, 2020

2:30-4:00 p.m.

Via Zoom

Present: Cara Kreit, Connie Siegenthaler, Ryan Byrne, Julian Solis, Alina Varona, David Everitt, Rebecca Yim, Logan Wood, Holley Shafer, Ryan Nelson

Absent: Gina Cullen, Sharon Goldfarb

Guests: Greg Nelson and Klaus Christenson

Agenda

Agenda approved for the current meeting.

Minutes

Minutes approved for 11/02/2020

1. Meet with Champions for discussion of CS Goal 1, 2 and 3 – review of action steps

Action steps discussion for CS Goal 1:

Reserve increases have been met, cautiously optimistic regarding fiscal picture but the COVID-19 is causing a lot of businesses to fold which will have an impact on taxes collected by the county and state. AAA Bond rating has been maintained.

COVID-19 has highlighted the “digital divide” in many ways and funds have been set aside to purchase laptops and hotspots for students and staff. This is also something that needs to be considered regarding the new Bolinas lab. If we cannot get fiber there then it presents major challenges for teaching and learning.

COVID-19 has had a significant impact on staff and their families, not just students. District employees, contractors, and other areas of the workforce have all been impacted by COVID-19.

Key Discussion Area: Connecting fiscal to equity/anti-racism work.

The district has set aside an “Equity Fund” to help fund basic needs of students and various other equity minded activities. The budget touches every aspect of the institution. All PRAC presentations, policies and requests are intended to be equity minded and the budget will support those efforts to the extent that funds are available. The District does not have a current college-wide system to ensure equity minded decision making for budget development outside of PRAC. It could help move the needle further with regard to equity if PRAC’s framework for making decisions through an equity lens were applied to all aspects of the budget.

Key Discussion Area: Fees, Billing, Parking, Collection of Money from Students

Alina asked about how the district might consider reviewing policies around such fiscal items that can impact students as: when tuition and fees are due, charging for parking, not citing students in the first 2-3 weeks of the semester, and considering not billing dual enrollment students for tuition and considering it part of our enrollment strategy. Greg reviewed history on several of these topics, noted that COM doesn't cite for parking in the first two weeks and does not put students into collections for any debt under \$25, and said that they should review all of these policies again and consider possible changes.

Key Discussion Area: Grant Writing

College should consider having a grant writer or, if not have a position for grant writing, should have a person designated as a grant coordinator so everyone on campus knows what others are doing. In the past, this role was in the job description of PRIE leadership. There are many grant writing opportunities that we qualify for but we either may not apply or we may have multiple applications on campus, which may disqualify the institution. The Advancement office may play a role, but it is not likely the primary place for the role to live for the entire campus. Cara will follow up with Keith Rosenthal for an update on this work for spring.

Added wins:

Action steps discussion for CS Goal 2:

Bond schedule is updated quarterly. The facilities construction and rehab are moving along with minimum delays. There have been a few delays due to COVID in permitting, plan review etc. Landscape Master Plan will go to BOT in February, the committee is comprised of members from all groups on campus. The Landscape Plan is a new plan, not a replacement plan.

The Facilities Planning Committee (FPC) includes 2 managers, 2 classified staff, 2 faculty and 1 student. The FPC is the lead on the Facilities Master Plan and provides some perspective regarding the use of buildings.

In terms of building and design, new buildings are built on "Cal Green" standards which are more rigorous than LEED standards. The district wants to understand the "total cost of ownership" regarding all new facilities. Facilities Master Plan is in the process of being updated which includes a Landscape Master Plan.

In terms of equity and anti-racism, the procurement process for outside vendors takes equity into consideration as part of the scoring rubric. While it cannot be a determining factor, the district values vendors and contractors that bring a diverse perspective and hire a diverse workforce. Minority Owned or Women Owned Businesses cannot be selected based solely on that criteria.

This is a holistic process with many people involved:

- a. Proposals first received on paper
- b. Submissions are scored based on various criteria by committee

- c. Top four are interviewed in person
- d. Reviewed by senior staff
- e. Reviewed by Board of Trustees
- f. References are checked

Key Discussion Areas: Can Action Step 1.2 (keeping faculty/staff on committees to evaluate proposals and facilities use) be an opportunity for discussions on facilities use and equity/anti-racism? How to balance community needs with the educational use of our facilities as well.

Action steps discussion for CS Goal 3: folded into next meeting.

- 2. **Questions/Discussion/wrap-up with EPC:** No additional questions or discussion for this meeting.

- 3. **Next Champions: IVC Goal 1, 2 and 3**
Greg Nelson/Jon Hornick
Jon Eldridge/Cari Torres
Greg Nelson/Isidro Farias

Next Meeting – November 30, 2020