

1.8.2020 DSC Work Session Meeting Minutes

9am-1pm

- **Check-In**
- **Acknowledgement of White Nationalism at the Capitol**
- **Budget Update with Stephen**
 - Stephen: Taking into account feedback that we got from December, we've developed some new strategies. The truth is, we don't have a lot of time. We need to submit our final budget no later than February 5th. I recommend that we host a DSC meeting on February 1st so that we can finalize it. The campus budgets can only be approved after the district budget is approved. We have the most accurate prediction of enrolled credits for next year, instead of being down 15%, we are expecting a 5% decrease. However, we're also expecting to be down 2% in each of the biennium years. After receiving the feedback from you all about the complexity of the budget, we're developing a new strategy: the directors are meeting on Monday to develop a draft budget for the district. We're potentially having a lower budget in the first half of the biennium, giving us a greater budget in the second year. This is because we wouldn't be doing any conference travel (for example) in the first year, but would potentially be doing that in the second year. We're beginning to look into creating a new fee, but the Budget Office has informed us that it won't take place during this upcoming biennium. With the reorg, this would hypothetically line up with that in the following biennium. We're looking at better distributing funds to each of the campuses, and we're looking at doing a 4-way split. We're looking to adopt the SE/CA model at SY/RC, where the IBEC coordinators decide what their budgets are, then ASPCC allocates it's own budget. Campus programs would come out of ASPCC budget. Currently, 2 professional staff salaries are funded partially out of the general fund. Those campuses receive those salary savings as additional funds. We're hoping to eliminate that tradition in order to align with COMB.
 - Emily: Do you have the budget proposal from December?
 - Stephen: Sure, I'll share my screen.

- Brea: We've shared concerns about these things being presented from the perspective of an accountant, because it creates a barrier. Are you all working on a one-sheet that explains the budget easily?
 - Stephen: It's something that I haven't had the chance to work on it, but it's something that we will be working on. Looking at the draft budget, we can see that there's a disparity between funding across campuses, but as well as centers at each campus. For example, SY MC is funded at \$54,000, while the SE MC is funded at \$31,727. The short of it is that 60 cents isn't enough.
- Emily M: Would that proposal change the SAF budget model?
 - Stephen: Not necessarily, the contracted funds (professional staff) are always funded first. What we're doing through COMB, is we're flipping the process. We're giving campuses more money, then distributing the remaining. Instead of having campuses needing to take from FTE in order to be whole, we want them to have enough before taking from FTE. The intention from the students was for the IBECs to each take 1/4 , but some IBECs receive additional funding through campus projects which are funded by FTE.
- Stephen: When we release the information next week, I recommend that you set aside time on the 22nd to review and recommend changes. If you review and approve on the 22nd, we'll have a set amount for the District funds. A lot of this work will already be done because of COMB. The expenses and categories should be a lot more defined. The goal on the 1st would be for you all to approve the budget for the overall SAF (campus operations and district funds) so that we can meet the Business Office's deadline.
- DeLinda: So just to summarize- On Monday we're meeting to discuss the increase to IBEC budget as a whole, and they'll be able to decide how much goes to each campus/center. We're also going to look at the new suggested budget structure, giving all campuses a true minimum operating budget. February 1st we need to have all of this approved, so that it can be finalized February 5th.
 - Stephen: Correct.
- Stephen: The directors are also going to be looking at district programs and making recommendations there. I want to stress that these are recommendations. Our hope is that this will speed up the process and increase engagement. We'll have the information after the directors meet on Monday morning. We'll try to meet the deadline before GCM on Monday, but it may not be possible.

- **OCCSA PCC Participation**

- Stephen: It's the Oregon Community College Student Association and has been around in some form since the 70s. It's a coalition of community colleges across the state, there are 17 community colleges in Oregon. Originally intended as a lobbying coalition, over the past few years it has morphed into a best practices organization. The next meeting will be next Friday (1/15) at 2pm. At the last meeting they had asked if PCC would be participating and sending a representative. The question I have is: Do you all want to join this organization and is anyone interested in serving as a voting member? It's important to know that some institutions have multiple students attending.
 - Emily M: The last couple meetings I attended they were voting on positions within the organization. It looks like this meeting they will be doing some goal setting.
- Stephen: I recommend that this is something that you take a vote on so that we have a record and are able to determine who your delegated representative will be in the organization.
- **Vote- Passes**
 - Emily M. will be representative at OCCSA

- **Reflection on List of Demands - Equitable student Leadership Committee**

- [Official UCD Demands](#)
- Kathryn: We'll be forming a group to research in order to bring this back to DSC and have DSC vote on these demands. We will also be building a stronger bond with IBECs to get their feedback.
 - DeLinda: You mentioned that UCD is open for everyone, where could someone find a link to that?
 - Kathryn: There is no set link, we set up a meeting depending on when people are available.
- Stephen: Do you know how it's determined whether or not staff attend meetings? Do you mean staff or professional staff?
 - Kathryn: Our advisor is Eder from the RC MC. Most of our meetings are closed, but if we are talking about the demands or things that affect the whole student body it would be open.
- Lauren: The reorg work is continuing and the message will go out next week with the new leadership assignments. They should be in the loop and support however they can.

- Heather: I did want to ask the Student Body Presidents and Antonia had asked me to come to DSC and provide an update about the reorg. We'd like to bring that person in, so please reach out to me so we can solidify that time so we can get them involved in the conversation.
- **Grocery Gift Cards Update**
 - Kendi: The GGC program had to be sunset because of the college's concerns about being audited. We were told on December 11th that we could no longer send grocery gift cards. That money needs to be accounted for in students' taxes. We sent out a letter to the affected students, and that they should apply for Emergency Grants instead.
 - Stephen: So the money was coming from the PCC Foundation. There was money left over for this term, but I'm not sure what will happen with that. There are a lot of categories that students can select when applying for Emergency Grants, including Technology (Laptop Grants are now closed).
 - Tom: I appreciate the language "Sunset", but I have concerns that the program was terminated without an alternative lined up. Additionally, hundreds of applications are being submitted to Emergency Grants.
 - Lauren: We received additional funding from the governor and there will be additional funding coming soon from the Biden administration. Right now we're not concerned about meeting the Egrant need.
 - Stephen: With this funding we are able to address food insecurity through Emergency Grants.
 - Kathryn: Can students be a part of the meetings?
 - Lauren: I welcome that. I should mention that a lot of the language and questions on the application needed legal counsel's guidance.
 - Stephen: There isn't a predictable meeting schedule, we're meeting as needed. However, I think it would be great for a student to be engaged in those meetings. If you wanted to decide here who would be a representative at

those meetings, we could cc them on the invitations.

- Emily M: When we made the decision to open up the application last term, did that carry over to this term?
- Lauren: Correct we're not asking for documentation.
- Emily M: What are we going to do with the remaining foundation money? Also, it's incredibly frustrating that we're finding out about the GGC ending so abruptly.
 - Stephen: We drafted the email at the beginning of the winter break and you're hearing about it now because it's our first meeting together. If you have suggestions or recommendations, we are open to hearing them.
 - Lauren: The PCC Foundation funds are spoken for, allocated to the Laptop program. Instead of a student being able to get \$250 per term in gift cards, they're able to get up to \$599 for their expenses.
- Emily M: This feels like a failure in transparency.
- Lauren: Is there a way to get students on committees?
 - Stephen: Yes, there's a form that you can submit, but DSC has been in transition since Antonia's departure.
- Tom: Would students need to pay taxes on the funding they have received at this point?
 - Lauren: Yes, and some information has been included on

the website/application. However, we are not able to give tax advice.

- Tom: Why aren't we being proactive and reaching out to students about the tax implications?
 - Lauren: Because it's so unique and individualized, we're not able to tell every student whether or not it will have tax implications. It depends on the student's income.
- Emily M: In the email sent out to GGC recipients, were they told to reach out to someone about their taxes?
 - Kendi: In the letter, it didn't say anything about taxes because we didn't really know the answer. We have everyone's contact information once we have the right information to send out. My priority was letting people know that the program was ending and resources available to them.
- Emily M: I just want the same information on the website to be sent out to the GGC recipients.
 - Kendi: Yes we can do that.

- **Vote on DSC Chair Position**
 - [DSC Responsibilities](#)
 - Vote to approve responsibilities and NOT hire a new chair
 - **Vote Passes**

- **Vote on DSC Meeting Time**
 - Kathryn: Are we still wanting to keep the meeting times we set last term, or change it to the original?
 - Brea: One option is we can revert to 9-12pm unless we need more time.

- Stephen: If you have it extended until 1pm, then end early, it would probably work better than being in a time crunch.
 - Vote to keep DSC meeting time 9-1pm
 - **Vote passes**

- **Report Outs**

- ESJ
 - Grace: We are doing the OER project. We are choosing to fund OER grants because it promotes equity and sustainability. 40 grants were funded and accepted. We estimate that it will run spring 2021-2022
 - Meeting notes:
 - The ASPCC Eco-Social Justice Directors and Food Pantry Managers chose to fund Open Education Resource Grants because it's an opportunity to promote equity, accessibility and sustainability – all of which support the college's mission and values. These grants are especially appealing because they support both our students and faculty. Free to low-cost course materials put money back in our students' pockets and we are eager to support the dedicated faculty in their efforts to advance accessible and customized course materials in support of equitable student success.
 - 14 grants were funded and accepted.
 - How many sections of your course (total) do you estimate will run between Spring 2021 and Spring 2022 using the redesign funded by this grant?
 - Total sections = 278
 - Average number of students per section = 20
 - 20 students x 278 sections = 5560 students who will not have to purchase a book in one year. From Spring 21 to Spring 22/
 - Cost of previous textbooks (new at campus bookstore) Total cost of books for all funded grants per term = \$1190.30
 - 20 students per class x 14 grants = 280 students
 - 280 students per term x \$1190. (cost of books) = Estimated savings of \$333,200 per term

- SBP
 - Brea: Still working on Recovery Services and Disability Resource Center. Working to help charter a Mental Health Club. Sociology Reading Circle group meeting once per month led by Israel Pastrana, reach out to me if you want to join.
 - Kathryn: As of right now, we set up a meeting with the Drug and Alcohol department at Cascade. We want this program to be at Cascade as its home. There's someone there who works at the WRC who is an addiction counselor. I'm also meeting with Emma Kallaway about drafting a bill to fund this more broadly. For disability services at Rock Creek, we voted to approve a Disability, Equity, and Inclusion position at ASPCC.
- Leg
 - Emily M: Inviting Emma to come to do a training about state legislature. Working on an event with Laurie centered around DV and resources/warning signs.
 - Gloria: Planning an event centered around discussions based on a series of videos. Videos tbd.
- Josephine Pino (EAC Chair), josephine.pino@pcc.edu : Still looking for a student to represent online learning at EAC. We have our meetings monthly on Wednesdays. On Fridays of the same week, I have a virtual coffee time with folks. Both of these can be found on Spaces. We have a new membership structure so we're getting a wider array of perspectives. We struggle getting information out to students in the broader community. To be honest, we have a really hard time getting information out to folks, especially students.
 - Kathryn: A newsletter would be a good way to reach out to students.
 - Josephine: How did you format it to be more appealing?
 - Kathryn: I used Canva to create a visually appealing and inclusive template.
 - Emily: I would definitely look into putting an announcement into D2L since it's more accessible and appealing than Spaces.