



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, March 6, 2024**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Maria Huning, Alicia Aguirre, Kassie Alexander, Mayra Arellano, Mia Berta, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Gina Hooper, Chialin Hsieh, Jacky Ip, Hyla Lacefield, Ray Lapuz, Kim Lopez, Joan Murphy, Manuel Alejandro Pérez, Ludmila Prisecar, Megan Rodriguez Antone, Sarita Santos, Julian Taylor, Diana Tedone-Goldstone.

**Members absent:** John Omar.

**Guests and others present:** Wissem Bennani, Kristina Brower, Mary Chries Concha Thia, Patty Hall, Adolfo Leiva, Candice Nance, Anniqua Rana, Gampi Shankar, Chantal Sosa, Ameer Thompson, Kathleen Sullivan-Torrez, Christopher Wardell.

AGENDA ITEM	CONTENT
<p><b>Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>The PBC agenda, minutes from the February 21 meeting and board-approved staffing update were presented.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Dean Hyla Lacefield and seconded by Gina Hooper. Motion passed.</p>
<p><b>College Mid-Year Budget Update (Ludmila Prisecar, Vice President of Administrative Services)</b></p>	<p>VP Prisecar reported that the SMCCCD mid-year budget report has been prepared and is posted on the District DCBF website at <a href="https://downloads.smccd.edu/browse/dcbf?fo=%2Fsites%2Fdownloads%2Fdcbf%2FShared%20Documents%2FDocuments%2F2023-24%20Budget%20Documents&amp;n=2023-24%20Budget%20Documents">https://downloads.smccd.edu/browse/dcbf?fo=%2Fsites%2Fdownloads%2Fdcbf%2FShared%20Documents%2FDocuments%2F2023-24%20Budget%20Documents&amp;n=2023-24%20Budget%20Documents</a></p> <p>She highlighted the following areas from the report:</p> <p><u>State Budget Update:</u> The statewide budget projections are lower than before. The Legislative Analyst's Office suggested alternatives to the Governor's Proposal:</p> <ul style="list-style-type: none"> <li>• No COLA</li> <li>• Reject new spending proposals</li> <li>• Reduce spending in existing programs</li> <li>• Sweep unused funding.</li> </ul> <p>VP Prisecar mentioned that California Community Colleges Chancellor's Office (CCCC) recently solicited a survey on the COVID-19 Recovery Block Grant unspent funds, noting that "any unspent funds are being scrutinized for potential reappropriation."</p> <p><u>Free College Initiative (SB 893):</u> The total budget for 2023-24 is \$10 million (\$7.7 million current allocation and \$2.5 million carryover from the prior year). The entire amount is projected to be spent by May. The District periodically checks to make sure we are still on budget.</p> <p><u>Basic Aid Status:</u> In 2011, the district attained the basic aid or community-supported status. As a basic aid district, it retains excess revenues as local property tax values exceed the state</p>

apportionment. In the fiscal year 2022-23, the district had a surplus of approximately \$60 million, while Cañada's surplus was \$8.7 million.

Fund 1 Revenues:

The District's revenue recognized to date is \$135 million or 54% of the total adopted budget.

Fund 1 Expenditures: The district's expenditures are budgeted at \$247 million for 2023-24. The December 2023 actual expenditures are \$104 million or 42%, so the district is not overspending.

The Fund 1 list of expenditures for Cañada was presented, as well as expenditures by all fund types. Some of the state and federal funds (fund 3) include extensions, so the College does not spend all of them in one year.

College Year-End Projected Balance:

VP Prisecar is tracking the year-end balance and takes in consideration all the available information. As of March 3, 2024, she is projecting a positive ending balance, even though prior year COLAs were charged to this year.

The district and college multiyear challenges and opportunities were reviewed. The challenges include unknown costs in state projected deficits, limited funds to support scheduled maintenance and CIP projects.

Comments:

- President Lopez said the Board had initially decided to fund the Free Community College initiative at about \$7.7 million, which was a mid-range, but it is now at about \$10 million because of the increase in enrollment. At the March 28 Board Meeting, the Board decided they will apply some of the non-resident tuition to the Free Community College initiative. She anticipates that beginning next year, any additional revenue will be allocated toward Free Community College. This will relieve some of the pressure that the College was anticipating in 2024-25.
- Maria Huning said VP Prisecar's budget trainings are very informative and she encouraged people to attend.
- David Eck asked for clarification around the Free College Initiative. If the board is having to redirect funds from a different part of the budget, then it seems like it would negatively impact some other programs/initiatives.
  - VP Prisecar said the Resource Allocation Model rewards colleges with additional enrollment. It rewards us and the district. They are proposing that we lock it at the FTES size we are in 2023, and instead of growth going to the District and College, it would be redirected to fund free college.
- David Eck noted that salaries and costs go up, so it does not seem like a solution.
  - President Lopez said the College would still get COLA and personnel-related things such as retirement, PERS, and health. The district sets aside money for COLA funds in the Central Services portion of the budget.
- David Eck said the Board asked for an update on the Resource Allocation Model to make sure funds are distributed to the sites appropriately.
  - VP Prisecar said the Board may be looking at the model as part of a Capital Improvement Program (CIP) update. CIP costs should be a part of the Resource Allocation Model so the colleges do not rely on bond measures.
  - VP Pérez said the CIP looks at community investment to improve campus facilities.

The slides for the Mid-Year Budget Update may be viewed on the PBC website at:

<https://canadacollege.edu/planningbudgetingcouncil/2023-24/mid-year-budget-report-march-6-2024.pdf>

<p><b>Child Development Center Update – Includes Broader Update on College Capital Improvement Projects (CIP) (Kim Lopez, College President; Ludmila Prisecar, Vice President of Administrative Services)</b></p>	<p>The Board discussed the colleges' Capital Improvement challenges along with scheduled needs and repairs. They asked for a staff recommendation on how to move forward, including a fourth bond or loans. The Board agreed to hire a district-level consultant to look at the possibility of putting a measure on the ballot in two to four years. They recommend temporarily pausing non-essential projects, and only fund projects that are modest in cost or where generous state funding is available.</p> <p><u>The following projects were temporarily paused:</u> CSM B9 Library, CSM B8 Kinesiology, Cañada's Building 3 Performing Arts Center, and SKY B1 Boiler Replacement.</p> <p><u>The following projects were recommended to proceed:</u> CAN Child Development Center, CSM B30, CSM Beach Volleyball, SKY Fields, CSM Student Housing, DW Schedule Maintenance, and DW Compliance Projects.</p> <p>A bridge fund of \$100 million, existing fund 4 balances, is set aside to help fund the approved projects.</p> <p><u>Child Development Center (CDC) Update:</u> The CDC Taskforce created a timeline and hired a consultant in December. The Board asked the College to consider a permanent modular option for the building. In February 2024, the Board approved the project, estimated to cost \$12.7-\$13.4 million, and would be around 10,000 square feet. The modular building would be located in Parking Lot 10. The timeline was reviewed and it is hoped that the CDC will open in August 2025. The renderings and floor plan were presented, along with the cost estimate and quotes from three vendors. The estimate includes the cost of demolition of the three nearby portables that have been there a long time.</p> <p><u>Faculty Coordinator:</u> The CDC Coordinator is a faculty position. The position's responsibilities are to facilitate the purchase of furniture and materials for building and outdoor, begin licensing process, create program policies, hire the team and recruit families. This position came through during the fall position request process; however, President Lopez could not approve it at that time, due to the uncertainty in the status of the CDC project. Since the Board recommended to proceed with the project, the College will need to have the faculty position. VP Hsieh, Dean Hyla Lacefield, and Instructor Kristina Brower will present to the Academic Senate to request their support. They will report back to PBC, and ideally, the person will be hired by August 2024.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Candice Nance asked for clarification on which buildings would be removed. <ul style="list-style-type: none"> <li>○ VP Prisecar said the portables 19, 20 and 21 near Lot 10 will be removed. Currently, the Medical Assisting program uses them, but the program will move to Building 18. There is a line item in the budget to ensure that portion of the project is completed.</li> </ul> </li> <li>• David Eck asked if the project can be done without effecting the observatory located at the end of the site. <ul style="list-style-type: none"> <li>○ The observatory would remain in its current location and would not be altered. VP Prisecar said Astronomy Professor Attila Elteto attended meetings and was part of the discussion around lighting in the area.</li> <li>○ There is also a turnaround at the end of the site that is required as a fire access line and a restroom will be located near the turnaround. There will be a locking gate between the parking lot and the fire access line so that cars cannot drive down there, only emergency vehicles.</li> <li>○ The area between the portables and the CDC would be used for parking for parents.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• David Eck asked if the space where the portables are would be turned into a parking lot. <ul style="list-style-type: none"> <li>○ VP Prisecar said she is not sure yet, but said they will know more once the designer is on board.</li> </ul> </li> <li>• Candice Nance is glad that there is a discussion around parking for the CDC. She cited a concern around the speed that cars travel coming down the incline and the blind curve near the entrance to the CDC. <ul style="list-style-type: none"> <li>○ VP Prisecar said the College is looking at the overall traffic circulation and traffic control on campus and that will be a part of the project. She will work with Facilities to make sure that there is a safe entrance into the parking lot.</li> </ul> </li> <li>• Maria Huning noted that the area is not accessible for anyone who is differently-abled since there is no ramping in the area. That should be taken into consideration. <ul style="list-style-type: none"> <li>○ VP Prisecar will work with Facilities Team to ensure that the accessibility concerns are integrated into the project.</li> </ul> </li> </ul> <p>President Lopez commended the taskforce for its efforts. The taskforce's work is now done, and the project has been turned over to the Instructional Office and the Facilities Team.</p> <p>The slides on the CDC update may be viewed on the PBC website at:  <a href="https://canadacollege.edu/planningbudgetingcouncil/2023-24/child-development-center-update-march-6-2024.pdf">https://canadacollege.edu/planningbudgetingcouncil/2023-24/child-development-center-update-march-6-2024.pdf</a></p>
<p><b>Discuss Participatory Governance Evaluation Method (Karen Engel, Dean of PRIE)</b></p>	<p>The PRIE Office will develop a survey of participatory governance, which will be administered in the spring with results being shared in the fall. Dean Engel reviewed the survey tool, which will be similar to the one administered in fall 2023. Last year, the survey included a question about the Equity and Antiracism Planning Council and it will be modified this year to ask people if they are aware that EAPC was launched last spring. EAPC now reports as a pilot directly to the President and the survey will ask if that reporting structure should continue.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Maria Huning asked how long the survey will take. <ul style="list-style-type: none"> <li>○ Dean Engel said there are 46 questions and the survey should take about 10 minutes to complete. One finding from last year is that adjunct faculty do not feel connected or represented. It is important to gauge that every year. The response rates from last year were presented and the response was low. Last year, the survey was administered and students did not respond.</li> </ul> </li> <li>• VP Pérez feels that the survey may be too long. He would like to partner with Maria Huning to review the survey with Dean Engel.</li> <li>• David Eck asked if a different survey could be offered to students than the one administered to employees and Dean Engel said it could.</li> <li>• Interim Dean Anniqua Rana suggests that other committees, such as Cabinet, consider the survey questions.</li> <li>• Mia Berta suggested that students be offered an incentive, like a raffle, to get them interested in taking the survey.</li> </ul> <p>Dean Engel will work with the PBC co-chairs and VP Pérez to shorten the survey.</p> <p>The draft Participatory Governance Evaluation Survey instrument may be viewed on the PBC website at: <a href="https://canadacollege.edu/planningbudgetingcouncil/2023-24/participatory-gov-survey-instrument-2024-draft-for-pbc.pdf">https://canadacollege.edu/planningbudgetingcouncil/2023-24/participatory-gov-survey-instrument-2024-draft-for-pbc.pdf</a></p>
<p><b>Program Review Timeline (Members of the PBC)</b></p>	<p>Members of the PBC Program Review Sub-Committee prepared a preliminary draft of the 2024-25 program review schedule and deadlines and there are no major changes. In terms of</p>

<p><b>Program Review Sub-Committee: David Eck, Academic Senate President; Wissem Bennani, Dean of Enrollment Services, SSPC representative on the PBC Program Review Sub-Committee; Karen Engel, Dean of PRIE)</b></p>	<p>feedback, it was noted that the gap between when the program reviews are due and when the presentations for new personnel requests is not enough time. They want to make sure the new position request is finished by the fall semester, so people will know before the start of the spring semester and the search process can begin earlier.</p> <p>Dean Wissem Bennani said SSPC is finalizing its feedback and timeline so they can share it at the March 20<sup>th</sup> PBC meeting. He did not yet share the other proposed change to the process, but will share with SSPC at their next meeting.</p> <p>Diana Tedone-Goldstone said the IPC wants to move the peer review session from the spring semester back to the fall semester in November. There would be less wait time between when faculty completes the instructional program reviews and when they get more direct feedback on them.</p> <p>David Eck also presented a proposal for 2025-26, which would include significant revisions. Currently, PBC hosts two days of position presentations in November for the campus. There is a recommendation to not have PBC prioritize the positions, but instead they would go to a different body and divide the position requests by faculty and staff positions. This could ease some of the challenge of coordinating all of the requests. Other options and the timeline were discussed.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Maria Huning said when the positions are prioritized and voted on, she would still like to hear the faculty presentations.</li> <li>• Diana Tedone-Goldstone said IPC is not in favor of hosting new faculty position presentations.</li> <li>• David Eck said that perhaps Academic Senate and Classified Senate can consider hosting.</li> <li>• David Eck said that one possibility would be having two different deadlines for programs requesting a new position versus programs not requesting a new position. If someone is not requesting a new position, then the due date could be later in the semester, such as two weeks later. The current due date for program review is most limited by the need to organize the new positions presentations in November.</li> </ul> <p>David Eck noted that non-personnel resource request items are considered in February/March.</p>
<p><b>Lyft Pilot Program (Ludmila Prisecar, Vice President of Administrative Services)</b></p>	<p>The Cañada shuttle service was suspended in fall 2023 and the College has piloted a Lyft program to help students from North Fair Oaks, Belle Haven and East Palo Alto get to campus. The proposal is for the College to continue with the same program fall 2024 and build in long-term funding.</p> <p>VP Prisecar presented a summary of the Lyft program, which started in spring 2022. Funding came from Higher Education Emergency Relief Funds (HEERF), COVID-19 Recovery funds, and the President’s Fundraising funds, and the cost was \$500,000 to date. In spring of 2022, the Lyft program was opened to all students, and it became very popular. However, it was too expensive. The College reviewed the parameters to stay within the budget and only offered the program to students in the North Fair Oaks, Belle Haven, and East Palo Alto areas. 95 students are being served with the Lyft program, compared to eight students through the shuttle program, which was more expensive. The data collected from the Lyft Pilot Program is shared with SamTrans to help identify where the students are coming from.</p> <p>VP Prisecar said if students qualify for free college, they also receive a \$50 gas card and a token from the ASCC that they can use at the Bookstore. Rachel Corrales clarified that the token program is not free but is subsidized by the ASCC. If the Bookstore runs out of tokens, they notify ASCC and order more.</p>

	<p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>• Chris Wardell asked if students in those areas can apply to enroll in the program. <ul style="list-style-type: none"> <li>○ VP Prisecar said it is open, and they can apply. Joshua Forman-Ortiz in the Student Life Office is onboarding students.</li> </ul> </li> </ul> <p>The slides on the Lyft transportation update may be viewed on the PBC website at:  <a href="https://canadacollege.edu/planningbudgetingcouncil/2023-24/lyft-transportation-update-march-6-2024.pdf">https://canadacollege.edu/planningbudgetingcouncil/2023-24/lyft-transportation-update-march-6-2024.pdf</a></p>
<p><b>PBC Bylaws Task Force – Membership Update (Replace J. Stalker) (David Eck and Maria Huning, PBC Co-Chairs)</b></p>	<p>At the October 4 meeting, a work group was formed to review the PBC bylaws. Jeanne Stalker was a part of the workgroup and she has retired. PBC members are invited to join the workgroup. David Eck and Maria Huning discussed whether or not the replacement person needs to be a CSEA member and Rachel Corrales will check to see if that appointment needs to first go through CSEA. Alicia Aguirre would like to join the PBC Bylaws Task Force.</p> <p>ACTION: Alicia Aguirre made a motion to nominate herself to replace Jeanne Stalker on the PBC Bylaws Task Force and it was seconded by David Eck.  Motion passed.</p>
<p><b>STANDING ITEMS</b></p>	
<p><b>Associated Students of Cañada College</b></p>	<p>Mia Berta reported that the ASCC did not meet on February 29 because members attended the Poetry Slam. One item that the ASCC is considering are ways that they can support students concerned about the situation in Palestine, as many students have family who live there.</p>
<p><b>Classified Senate of Cañada College</b></p>	<p>Maria Huning said the Classified Senate reviewed meeting minutes and discussed budget for the Senate. They also looked at upcoming activities and discussed who would join the President’s Advisory Group and other committees.</p>
<p><b>Academic Senate of Cañada College</b></p>	<p>David Eck provided the following update:</p> <ul style="list-style-type: none"> <li>• The Academic Senate is anticipating that the Child Development Center faculty position will be on the March 14 meeting agenda.</li> <li>• The Senate will discuss a revised Board Policy concerning reciprocity across the district. The proposal is to make satisfying general education requirements and graduation requirements at one district college be recognized as satisfactory for all of the district colleges.</li> <li>• There will be a discussion of a new Board Policy on course alignment across the district.</li> <li>• They will continue a discussion of graduation requirements for our local degrees. Of particular focus, is whether the College should adopt a Lifelong Learning type of requirement as a graduation requirement for local degrees, even if it is no longer part of a transfer degree.</li> <li>•</li> </ul>
<p><b>Planning Council Reports</b></p>	<p><b>IPC:</b> Diana Tedone-Goldstone reported that the instructional program review presentation will be held on March 15 beginning at 9:00-11:30am. Presentations will be held in the Faculty Learning Center, Room 9-154, or via Zoom. Programs that will be reviewed are:</p> <ul style="list-style-type: none"> <li>• Kinesiology, Athletics, and Dance</li> <li>• Human Services</li> <li>• Learning Center</li> <li>• Library</li> <li>• Radiological Technology</li> <li>• Medical Assisting</li> </ul> <p><b>SSPC:</b> Mayra Arellano reported the following:</p>

	<ul style="list-style-type: none"> <li>• The SSPC met with Megan Rodriguez Antone and Jasmin Padilla of the Marketing team to request help with social media, specifically to amplify the voices of students and Student Services through social media. Megan will send an email to identify a person from each of the Student Services areas to be a part of the meeting. MCPR will send an email to directors, who are encouraged to send materials so they can add it to their newsletter and to social media.</li> <li>• David Vera presented information about changes in financial aid. There are concerns that students are having trouble completing the FAFSA, so they are working with high schools and Cañada's Promise and EOPS programs to make sure students submit the application on time.</li> <li>• The SSPC will hold a special meeting on Monday, March 11 to talk about their program review timeline.</li> </ul>
<p><b>President's Update</b></p>	<p><u>President's Advisory Group Update:</u> The President's Advisory Group (PAG) met on March 6. For the past five years, the group has raised funds to benefit the basic needs of students, such as the Lyft program, augmenting the food program and short-term housing. The Free Community College initiative waives student fees and, on another level, provides monthly transportation support, textbook and technology support on a semester basis to students in need. The College has institutionalized support for food through the pantry and food lockers. The College is using COVID recovery funds to augment the Lyft program.</p> <p>The district is hiring a new Executive Director for the SMCCC Foundation and President Lopez would like to develop a vision for the district around a collective fundraising effort involving all three colleges. She envisions that the President's Advisory Group would not be a fundraising arm, but instead would partner with Cañada and share what the College is doing around the EMP. She will invite the President's Advisory Group to Cañada's End-of-Year Celebration. All PAG meetings will be held on a quarterly basis on Zoom.</p> <p><u>Board Meeting Update:</u> The Board of Trustees is reviewing policies at its March 6 meeting.</p> <p><u>Chancellor's Hiring Process:</u> At the upcoming Board of Trustees meeting on March 6, the Board will review the Chancellor's search timeline. Both President Lopez, Professor Alicia Aguirre and Student Chloe Knott are serving on the hiring committee. First-level interviews will conclude on March 8; finalists will be named and they will participate in forums. Final interviews with the Trustees will be held at the end of March.</p> <p><u>CSM Presidency:</u> The CSM presidency replacement will take place after the Chancellor has been appointed.</p>
<p><b>Matters of Public Interest and Upcoming Events</b></p>	<ul style="list-style-type: none"> <li>• David Eck said the District Academic Senate will be hosting its next meeting on Cañada's campus on Monday, March 11, at 2:15-4:30pm in Building 9, Room 9-154.</li> </ul>
<p><b>ADJOURNMENT</b></p>	<p>The meeting was adjourned at 3:58 p.m.</p>
<p><b>Next Meeting</b></p>	<p>The next meeting will be held on March 20, 2024.</p>