



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, September 4, 2024**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** Alex Claxton, Gampi Shankar, Alicia Aguirre, Kassie Alexander, Mayra Arellano, Nick Carr, Karen Engel, Denise Erickson, John Fraire, Gina Hooper, Chialin Hsieh, Jacky Ip, Alex Kramer, Hyla Lacefield for Sarita Santos, Ray Lapuz, Kim Lopez, Rose Marie Mendoza Morrison, Ludmila Prisecar, Megan Rodriguez-Antone, Chantal Sosa, Julian Taylor, Diana Tedone-Goldstone, Christopher Wardell, Jose Zelaya.

**Members absent:** Mia Berta, Arman Eshraghi.

**Guests and others present:** Wissem Bennani, James Carranza, Mary Chries Concha Thia, Max Hartman, Jasmine Jaciw, Anniqua Rana, Kathleen Sullivan-Torrez, Ameer Thompson.

AGENDA ITEM	CONTENT
<b>Welcome, Introductions and Approval of Consent Agenda</b>	ACTION: A motion to approve the Consent Agenda, including minutes from the May 15 meeting and board-approved staffing updates for May, June, July and August was made on behalf of Sarita Santos by Hyla Lacefield and seconded by Dean Karen Engel. Motion passed with one abstention.
<b>Annual Plan for Implementation of the College Educational Master Plan (EMP) (PBC Co-Chairs Gampi Shankar and Alex Claxton)</b>	<p>The Summer Leadership Retreat was held on August 8 and more than 50 faculty, staff and administrators participated. The group reviewed the four Educational Master Plan goals and current year areas of focus. The four EMP Group leads met to talk about desired outcomes and develop the timeline and goals for each area. In total, there are 13 areas of focus this year.</p> <ul style="list-style-type: none"> <li>• <b>EMP 1.2 and 4.3: Build on the College for Working Adults (CWA) model and create a hub for evening students.</b> Led by Deans Wissem Bennani and James Carranza, team member Jose Zelaya said they want to reach 1,000 evening students between now and 2027. They will create the programming for the next year and will work with Marketing to consider renaming CWA to capture all students who are taking programs in the evening.</li> <li>• <b>EMP 1.4: Degree and certificate programs in Menlo Park and East Palo Alto.</b> Led by Dean Alex Kramer, they are conducting external and internal needs assessments in conjunction with JobTrain.</li> <li>• <b>EMP 1.15: Create and scale a First Year Experience program.</b> Led by Ron Andrade, Dean Max Hartman and the College’s retention and early alert work group will look at programs and what they are providing for FYE students. They will analyze the gaps and see what they can build on in the spring semester in preparation for fall 2025.</li> <li>• <b>EMP 2.7: Provide comprehensive on-boarding for all new employees.</b> Led by Dean Anniqua Rana, the group includes Michiko Kealoha and the Professional Development Planning Committee, they will also develop a comprehensive orientation in addition to on-boarding for all new employees.</li> <li>• <b>EMP 2.10: Transform college participatory processes.</b> Led by Michiko Kealoha, the group wants to increase student voice in college processes, including program review, and ensure classified staff can participate on councils and committees. Team member Alex Claxton Alex said there are some gaps and people are encouraged to make sure classified staff have adequate time to contribute to the committee work. Team member Gampi Shankar talked about a Phi Theta Kappa project that elevated student voice.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>EMP 2.14: Evaluate academic support programs and practices.</b> Led by Dean Karen Engel, the group will evaluate academic support programs to close equity gaps in access, student success and completion.</li> <li>• <b>EMP 3.2: Reach new community members in North Fair Oaks, Belle Haven and East Palo Alto, especially BIPOC communities.</b> Led by Dean Wissem Bennani, they hope to strengthen the College’s ties to nearby underserved communities. A listening session was held in North Fair Oaks and upcoming sessions will be held in East Palo Alto and Belle Haven. Once they have feedback, they will present recommendations to PBC in 2025.</li> <li>• <b>EMP 3.8: Strengthen transfer support services.</b> Led by Dean Max Hartman, they will evaluate the 2021-24 transfer plan and use their findings to develop a new transfer plan for 2024-2027. They will present their plan in the spring semester.</li> <li>• <b>EMP 3.11: Create and expand career exploration experiences for students.</b> Led by Dean Alex Kramer, they reviewed desired outcomes to see how to best serve students. They want to expand the Career Exploration speakers series (modeling the STEM speaker series), hear about job opportunities, and strengthen partnerships with regional employers. Gampi Shankar asked if they differentiate between jobs and careers and Dean Kramer said students need jobs and internships while they are on campus, which can lead to careers.</li> <li>• <b>EMP 3.12: Double the number of alumni connected.</b> Led by Megan Rodriguez-Antone, they plan to develop a college-wide database to be able to reach out to alumni. Megan will partner with Cañada campus groups that have existing alumni connections, and will work with the foundation and sister colleges. They will research different platforms and start building a database.</li> <li>• <b>EMP 4.1: Improve access to campus.</b> Co-Leads Vice President Ludmila Prisecar and Dean Wissem Bennani are looking at goals around transportation including maintaining the Lyft program and implement a SamTrans grant to provide 5,000 bus passes.</li> <li>• <b>EMP 4.2: Build a Childcare Center.</b> Co-Leads Vice President Chialin Hsieh and Dean Alex Kramer will have a completed timeline by October 2024 and will share with PBC at that time.</li> <li>• <b>EMP 4.9: Update and implement sustainability initiatives.</b> Vice President Ludmila Prisecar and her team will work with Facilities and the district to inventory current initiatives and will share with PBC this fall.</li> </ul> <p>The Annual Plan slides may be viewed on the PBC website:  <a href="https://canadacollege.edu/planningbudgetingcouncil/2024-25/annual-plan-2024-2025-draft-to-pbc-9.4.2024.pdf">https://canadacollege.edu/planningbudgetingcouncil/2024-25/annual-plan-2024-2025-draft-to-pbc-9.4.2024.pdf</a></p> <p>ACTION: A motion to approve the Annual Plan for implementation of the College Educational Master Plan was made on behalf of Sarita Santos by Hyla Lacefield and seconded by Chantal Sosa.  Motion passed.</p>
<p><b>Program Review: Review the proposed Standard Operation Procedures for conducting the annual program Review Cycle (PBC Program Review Sub-Committee Members Gampi Shankar, Alex Claxton, Karen Engel, Diana Tedone-Goldstone, Wissem Bennani, Lindsey Irizarry and Ludmila Prisecar)</b></p>	<p>Dean Karen Engel said the draft standard operating procedure is designed to provide concise instructions and coordination for the College’s program review and resource request process. The draft outlines the groups and their responsibilities (“who does what and when”) for the annual cycle of program review and the chronology of projects.</p> <p>Gampi Shankar said it is important that the divisions and departments are aware of the timeline and the processes are reviewed. Program reviews are due in mid-October.</p> <p>The draft standard operating procedure may be found on the PBC website:  <a href="https://canadacollege.edu/planningbudgetingcouncil/2024-25/program-review-sop-draft-august-20-2024.pdf">https://canadacollege.edu/planningbudgetingcouncil/2024-25/program-review-sop-draft-august-20-2024.pdf</a></p>

<p><b>Accreditation: Appointment of members of the PBC ISER Steering Committee for Fall 2024 (Karen Engel, Dean of PRIE and Accreditation Liaison Officer)</b></p>	<p>Dean Karen Engel is the College's Accreditation Liaison Officer and Hyla Lacefield and Diana Tedone-Goldstone are faculty accreditation co-leads this semester. Last year, PBC proposed having a faculty, staff and administrator serve as Tri-chairs for each of the four standards and duties were created.</p> <p>The College will be writing its Institutional Self-Evaluation Report (ISER) this year.</p> <ul style="list-style-type: none"> <li>• Hyla Lacefield said they are reviewing the standards and what some of the other colleges have done. They are outlining some potential places where they can find evidence that is needed.</li> <li>• Diana Tedone-Goldstone said they are working on the outline this fall, determining where evidence gaps are and how they can address them in the coming year.</li> <li>• Dean Engel said they are doing a lot of drafting and will be using Flex Days for broad-based discussion. The service commitment is about two hours per month.</li> </ul> <p>The standards were reviewed, along with the administrative, faculty and classified staff Tri-chairs for each of the four major accreditation standards who will serve on the ISER Steering Committee. Gampi Shankar said the Academic Senate appointments are done. Alex Claxton said the Classified Senate will discuss their proposed appointments at their next meeting. Gampi Shankar commended Diana, Hyla and Dean Engel for their work to lay the foundation for this project.</p> <p>Dean Engel said once the Academic and Classified Senates approve their Tri-chairs, the PBC ISER Steering Committee membership will be brought back to PBC for approval.</p>
<p><b>2023-24 Actual Revenue and Expenditures (Ludmila Prisecar, VP of Administrative Services)</b></p>	<p>Vice President Ludmila Prisecar reviewed the 2023-2024 fiscal year revenue and expenditures by fund. The 2024-2025 current year budget will be presented by the district at the September 11 Board of Trustees meeting and VP Prisecar will present that update to PBC after that meeting.</p> <p><u>2023-24 Expenditures:</u> Expenditures totaled \$58.7 million for all funds, with 64% from Fund 1, \$37.7 million from Fund 2 (which is self-insurance), 23% from Fund 3, 4% from Fund 4 (capital improvement projects) and 12% from Fund 7 (direct student aid, not including SB 893).</p> <p><u>District-wide Fund 1 Budget:</u> The overall districtwide Fund 1 budget with comparisons for 2022-23 was presented. In 2022-23, the district-wide allocation was \$233.2 million and is \$252.8 million for 2023-24. Cañada receives 14.5%. The bulk of the Fund 1 revenue sources come from property taxes.</p> <p><u>Resource Allocation Model:</u> The district uses the Resource Allocation Model to determine how the funds are distributed. The allocation from 2022-23 versus this year's 2023-24 allocation was presented and Cañada received \$34.7 million or 24%. The model takes into account that Cañada is smaller and we get more funds.</p> <p><u>Fund 1:</u> Fund 1 covers position control and the operational budget. The prior year ending balance was \$2.5 million. To that, the College adds the Resource Allocation Model funds from the district and additional funds for COLA and office hours. Medical reimbursement for adjunct faculty is given to the colleges later. The total expenditure for last year was \$37.7 million. The encumbrances are deducted as are transfers out of Fund 1 to support college programs. Almost \$900,000 is used to support financial aid for students and \$1 million was set aside for future capital projects. The subtotal of transfers out of Fund 1 are \$3.1 million. The ending balance of Fund 1 is \$1.4 million.</p>

	<p><u>Fund 3</u>: Over all, \$13.4 million was spent. VP Prisecar reviewed the fund types comparing 2022-23 to 2023-24, federal funds, state and local funds, miscellaneous restricted funds (Promise and Financial Aid) and restricted funds.</p> <p><u>Expenditures by spending categories</u>: By category, 43% went to classified, 30% to faculty and 27% to operational expenses.</p> <p><u>District revenue sources</u>: She reviewed the district's revenue sources which include the 2023-24 final expenditures.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> <li>• Alex Claxton asked about the difference between Fund 1 and Fund 3 for classified staff and faculty. <ul style="list-style-type: none"> <li>○ VP Prisecar said categorical funding received from the state comes from Fund 3. If the position is permanent, it is permanent no matter the funding source. She also reviewed the Fund 3 expenditures by federal and state.</li> </ul> </li> <li>• Alex asked if the State Chancellor's Office eliminates Basic Aid, how much less would the district receive. <ul style="list-style-type: none"> <li>○ VP Prisecar said it would be about a 40% reduction.</li> </ul> </li> <li>• Gampi Shankar asked whether last year's reserve fund was used. <ul style="list-style-type: none"> <li>○ President Lopez clarified that if there is unspent money at the end of year, it comes from positions not being filled. The College allocates it to cover one-time uses (such as scheduled maintenance). The Colleges are not supposed to have a reserve fund and they are expected to use the funds.</li> <li>○ VP Prisecar said it is also used for the College's technology refresh program to make sure instructional technology is up to date.</li> </ul> </li> </ul>
<b>STANDING ITEMS</b>	
<b>Associated Students of Cañada College</b>	No ASCC update was reported.
<b>Classified Senate of Cañada College</b>	Alex Claxton reported that the first Classified Senate meeting was held on September 12. They focused on the ISER group committees and professional development.
<b>Academic Senate of Cañada College</b>	Gampi Shankar said the Academic Senate may invite Chancellor Moreno to address their group on the PRT (Partnership Resource Team) visit, which is part of the IEPI initiative.
<b>Planning Council Reports</b>	<p><b>IPC</b>: Diana Tedone-Goldstone reported that the IPC will hold its first meeting on Friday, September 6 and they have a full agenda of items to discuss.</p> <p><b>SSPC</b>: Mayra Arellano said the SSPC will hold its first meeting of the semester on Wednesday, September 11.</p> <p><b>EAPC</b>: The EAPC representative to PBC has not been named and no EAPC update was reported.</p>
<b>President's Update</b>	<p>President Lopez reported the following Board Meeting updates:</p> <p><b>August 28</b>: At its August 28 meeting, the Board reviewed the following topics:</p> <ul style="list-style-type: none"> <li>• <u>Goals for 2024-2025</u> The Board set their 2024-2025 goals, reiterating what they wanted to do last year. One goal is to make SB893 permanent after the five years are up.</li> <li>• <u>Compressed Calendar</u>: The Board is looking into a study on a compressed calendar system (quarterly system). No rationale was provided, but it is something they have mentioned for a long time. The District Academic Senate has looked into it, but felt it would upend a lot of the Colleges' operational processes. The Board wants to do a study on what has been done and a cost/benefit analysis.</li> <li>• <u>Funding Facilities Projects</u>: One other goal is that the district is running out of Measure H bond funds for projects on the campuses and scheduled maintenance is now part of the</li> </ul>

	<p>Colleges' budgets. The Board is going to talk about how are we going to fund future facilities needs on the campuses.</p> <p><b>September 11:</b> The Board of Trustees will hold its next meeting on September 11 and will hear presentations on the adopted budget. There will also be a presentation on this year' NCORE meeting, which will talk about the highlights and benefits. NCORE participants will let the Board know the value of continuing this effort.</p> <p><b>October 24:</b> The October 24 Board Meeting is going to be held in East Palo Alto at the City Council Chambers, City Hall, 2415 University Avenue, East Palo Alto. Cañada will present an update on all the programming that has been done to support East Palo Alto as well as provide an annual update on the Living the Promise MOU with SUHSD/Ravenswood/SFSU and Cal State East Bay.</p>
<p><b>Matters of Public Interest and Upcoming Events</b></p>	<ul style="list-style-type: none"> <li>• Dean Karen Engel reminded people to attend the Participatory Governance Orientation on Friday, September 20 from 1-2 p.m. in Building 3, Room 3-104 (and on Zoom). The orientation is mandatory for PBC members and strongly recommended for Council, Committee, and Senate members, especially those serving on participatory governance committees for the first time. The orientation will be recorded.</li> <li>• Gampi Shankar reminded people to sign up for the Museum of Tolerance training if they are interested. It is open to faculty, staff and administrators. The employee's supervisor will approve the request and the list is submitted to the district for review and final approval. The district will send 30 employees to the MOT training, which is October 6-8 in Los Angeles. The deadline to apply is September 13.</li> <li>• President Lopez invited people to attend the September 19 Cañada College Listening Session from 5-7:30 p.m. at the East Palo Alto YMCA, 550 Bell Street, East Palo Alto. The North Fair Oaks Listening Session was held in the spring and the College hopes to hold one in Belle Haven by the end of the semester</li> <li>• As part of the financial support program, which is supported by the DHSI grant, Chris Wardell will be resuming bi-weekly Financial Literacy Friday workshops starting on Friday, September 13 until November. After that, they will repeat the series every week up to Thanksgiving. The workshops are open to staff, faculty and community members. He is also working on a partnership with Melissa Rohlfs at the SMCCC Foundation.</li> </ul>
<p><b>ADJOURNMENT</b></p>	<p>A motion to adjourn the meeting was made by Dean Karen Engel and seconded by Vice President Chialin Hsieh. The meeting was adjourned at 3:46 p.m.</p>
<p><b>Next Meeting</b></p>	<p>The next meeting will be held on September 18, 2024.</p>