

**PLANNING AND BUDGETING COUNCIL MEETING
MINUTES**

Wednesday, September 3, 2025

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Gampi Shankar, Maria Huning, Mayra Arellano, Julian Taylor, Nick Carr, Alicia Aguirre, Ray Lapuz, Kassie Alexander, Denise Erickson, Andric Slede, Shanda DeRosans, Roz Young, Rose Marie Mendoza Morrison, Chantal Sosa, Christopher Wardell, Jose Zelaya, Julian Taylor, Alex Kramer, Karen Engel, Megan Rodriguez Antone, Chialin Hsieh, Lizette Bricker, Ludmila Prisecar, Kim Lopez

Members absent:

Guests and others present: Adolfo Leiva, Jacky Ip, Alex Claxton, Wissem Bennani, Kat Sullivan-Torrez, Brianna Chavez, Jason Wendt, Julie Luu

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	ACTION: A motion to approve the Consent Agenda, including minutes from the May 21, 2025 meeting. Moved by Chialin Hsieh, seconded by Karen Engel. Motion passed.
Meeting Etiquette	<p>Presenters: Gampi Shankar and Maria Huning PBC Co-Chairs</p> <p>Meeting norms reminder</p> <ul style="list-style-type: none"> • Start and end meetings on time • Stick to allotted time per agenda item • Complete pre-reading and preparation before meetings • Minimize acronym use <p>Online etiquette</p> <ul style="list-style-type: none"> • Mute microphones when not speaking • Avoid joining Zoom audio from a shared physical meeting room • Encourage attention to chat and emoji hand raises during hybrid meetings <p>Community agreements</p> <ul style="list-style-type: none"> • USE “I” STATEMENTS: Everyone speaks from their own experiences • ONE MIC, ONE VOICE: Respect means one colleague speaks at a time • MAKE SPACE, TAKE SPACE: Colleagues should be aware of how much they are speaking. If they feel they are speaking a lot, they should let others speak, and if they find themselves not talking, they should try to contribute some comments, ideas or suggestions • ASSUME THE BEST: Assume your colleagues are speaking with the best intentions and do not mean to offend anyone • CORRECT GENTLY, BUT DO CORRECT: If colleagues say something that hurts you or you’re unpacking, politely address what was said. Letting comments slip by only makes the space less safe and increases the difficulty of building successful partnerships.

	<ul style="list-style-type: none">• LEAN INTO DISCOMFORT: Be willing to experience some discomfort in discussions, and learn from it as a team• UPHOLD COMMITMENTS: The key to a safe and successful team is honoring your commitments and communicating if challenges come up• PERSONALIZATION: What else does this particular Participatory Governance unit want to add to these community agreements?																								
PBC Training Link	<p>Presenters: Gampi Shankar and Maria Huning PBC Co-Chairs</p> <ul style="list-style-type: none">• Training video from Flex Day is now available• New members are required to view or review the orientation materials• The PBC Orientation slide deck is also available on the PBC website as an alternative																								
Annual Plan for Implementation of the Educational Master Plan Proposed Action:	<p>Presenters: Karen Engel, Dean of PRIE and Accreditation Liaison Officer</p> <ul style="list-style-type: none">• EMP launched in 2022; focuses on implementation of strategic initiatives across 5 goals• 5 key initiatives identified for the 2025-26 academic year <div><div>Ed. Master Plan Remaining Strategic Initiatives</div><table><thead><tr><th>Goal</th><th>Original total</th><th>Remaining as of 2024</th><th>Remaining as of 2025</th></tr></thead><tbody><tr><td>Goal 1</td><td>19</td><td>12</td><td>4</td></tr><tr><td>Goal 2</td><td>15</td><td>12</td><td>3</td></tr><tr><td>Goal 3</td><td>14</td><td>7</td><td>3</td></tr><tr><td>Goal 4</td><td>15</td><td>9</td><td>4</td></tr></tbody></table></div> <div><div>Priority Initiatives Selected for 2025-26</div><table><tbody><tr><td><div>Goal 1: Student Access, Success, and Completion</div><div>1.15 Create and scale the First Year Experience Program</div><div>1.8 Ensure academic program viability</div></td><td><div>Goal 2: Equity-Minded and Antiracist College Culture</div><div>2.6 Improve faculty and staff hiring practices to ensure a diverse pool of applicants</div></td></tr><tr><td><div>Goal 3: Community Connections</div><div>3.11 Create and expand career exploration experiences for students</div></td><td><div>Goal 4: Accessible Infrastructure and Innovation</div><div>4.1 Improve access to campus via public transit, rideshare</div></td></tr></tbody></table></div>	Goal	Original total	Remaining as of 2024	Remaining as of 2025	Goal 1	19	12	4	Goal 2	15	12	3	Goal 3	14	7	3	Goal 4	15	9	4	<div>Goal 1: Student Access, Success, and Completion</div> <div>1.15 Create and scale the First Year Experience Program</div> <div>1.8 Ensure academic program viability</div>	<div>Goal 2: Equity-Minded and Antiracist College Culture</div> <div>2.6 Improve faculty and staff hiring practices to ensure a diverse pool of applicants</div>	<div>Goal 3: Community Connections</div> <div>3.11 Create and expand career exploration experiences for students</div>	<div>Goal 4: Accessible Infrastructure and Innovation</div> <div>4.1 Improve access to campus via public transit, rideshare</div>
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EMP Strategic Initiative #	Initiative Title	Initiative Description
1.8	Ensure academic program viability	Ensure all academic degree and certificate programs remain viable and strong and that they adapt to the changing needs of students and employers in Cañada's service area.

Initiative Leads for 2025-26:

- Gampi Shankar, Academic Senate President
- Chialin Hsieh, Vice President of Instruction

- ✓ Develop a work plan
- ✓ Form a task force (as needed)
- ✓ Report progress to PBC in November/December 2025
- ✓ Report progress to PBC in April/May 2026

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EMP Strategic Initiative #	Initiative Title	Initiative Description
1.15	Create and scale the First Year Experience Program	Create (by 2023) and scale (by 2025) the First Year Experience program for all incoming students, including default course schedules for some first-time cohorts.

Initiative Leads for 2025-26:

- Rob Andrade, Director of Learning Center
- Mayra Arellano, Director of High School Transitions and Promise Scholars Program

- ✓ Develop a work plan
- ✓ Form a task force (as needed)
- ✓ Report progress to PBC in November/December 2025
- ✓ Report progress to PBC in April/May 2026

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EMP Strategic Initiative #	Initiative Title	Initiative Description
2.6	Improve faculty and staff hiring practice to ensure a diverse pool of applicants	Revise and improve faculty and staff hiring practices that recognize both traditional and nontraditional experiences and qualifications to ensure the hiring of a diverse pool of faculty and staff applicants.

Initiative Leads for 2025-26:

- Mwanaisha Sims, Director of Civil Rights and Compliance, District Office
- Michiko Kealoha, Director of Equity

- ✓ Develop a work plan
- ✓ Form a task force (as needed)
- ✓ Report progress to PBC in November/December 2025
- ✓ Report progress to PBC in April/May 2026

EMP Strategic Initiative #	Initiative Title	Initiative Description
3.11	Create and expand career exploration experiences for students	Create and expand career exploration experiences (such as work-based learning, internships, and job shadow opportunities) for students during their time at Cañada, particularly during their First Year (in each Interest Area), as they choose a program of study and refine their education goals. Close racial equity gaps in access to career development and job placement opportunities.

Initiative Leads for 2025-26:

- Lizette Bricker, Vice President of Student Services
- Max Hartman, Dean of Counseling
- Bob Haick, Career Center Program Supervisor

- ✓ Develop a work plan
- ✓ Form a task force (as needed)
- ✓ Report progress to PBC in November/December 2025
- ✓ Report progress to PBC in April/May 2026

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EMP Strategic Initiative #	Initiative Title	Initiative Description
4.1	Improve access to campus	Improve access to campus via public transit, shuttles, and additional partners such as Lyft and Cruise.

Initiative Leads for 2025-26:

- Ludmila Prisecar, Vice President of Administrative Services
- Adolfo Leiva, Director, SparkPoint Center

- ✓ Develop a work plan
- ✓ Form a task force (as needed)
- ✓ Report progress to PBC in November/December 2025
- ✓ Report progress to PBC in April/May 2026

- EMP progress will be tracked via the [Cañada Collaborates](#) website
- Mid-year reports due Dec/Jan; final reports in May (potentially shared at April Flex)

Action Item

Motion to adopt the EMP annual plan and recommend it to President Lopez for implementation in the 2025 academic year. Moved by Chialin Hsieh, seconded by Alex Kramer. Motion passed.

President Lopez accepted the plan for implementation.

<p>Accreditation: ISER Update</p>	<p>Presenter: Karen Engel, Dean of PRIE and Accreditation Liaison Officer</p> <ul style="list-style-type: none"> • Accreditation cycle is underway (7-year cycle). A complete draft of the Institutional Self-Evaluation Report (ISER) has been developed (~80 pages) • PBC also serves as the College's Accreditation Oversight Committee • All PBC members are expected to review the document by mid-October, consult with their constituency groups, and be prepared to approve this document by October 15. • Focus areas recommended <ul style="list-style-type: none"> ➤ Faculty: Standard 2 (Instruction & Student Services) ➤ Business Office: Standard 3 (Finance, Facilities, Technology) ➤ Governance/Leadership: Standard 4 ➤ Students (Andric, Shanda): Review as able; comment directly via Google Doc link. <p>Next Steps</p> <ul style="list-style-type: none"> • Final approval by PBC with recommendation to the President to submit it to the Board for approval • Presented to Board of Trustees on Nov 19, 2025 for approval • Submitted to ACCIC by December 16, 2025
<p>Program Review 2025-26 Timeline</p>	<p>Presenters: Karen Engel, Dean of PRIE and Accreditation Liaison Officer</p> <ul style="list-style-type: none"> • Program review is an annual process. This year's deadlines are: <ol style="list-style-type: none"> 1. Submit your complete Comprehensive Program Review or Annual Update before October 17, 2025 in Nuventive. 2. Deans and VPs complete feedback of all program review materials and send out before October 31, 2025. 3. Review your supervisor's feedback and incorporate it into your program review before November 7, 2025. • The Program Review Website contains all relevant links (program lists, timelines, past submissions)
<p>2024-25 Actual Revenue and Expenditures</p>	<p>Presenters: Ludmila Prisecar, Vice President of Administrative Services</p> <p>Expenditure breakdown</p> <p>Total expenditures in FY 2024–25: \$61.3 million</p> <ul style="list-style-type: none"> • Fund 1 (General Fund Unrestricted): \$40M (65% of total) • Fund 2 (Insurance): \$22K (tracked mostly at district level) • Fund 3 (Restricted Funds): \$13.7M (22%) <ul style="list-style-type: none"> ○ Federal portion = 2% • Fund 4 (Capital Projects): \$600K • Fund 7 (Student Aid): \$7.3M (12%) • Cañada College received \$36.3M, or 14% of total district allocation (\$273M). • Funding model aligns with FTES share (21.2%) — receiving slightly more (24%) based on district's resource allocation model. • Fund 1 revenue (FY24-25): \$42.7M; Expenditures: ~\$39.8M; Ending balance: ~\$2.9M. • One-time Free College initiative funds were exhausted this year. • Funds from prior years were used to support the Child Development Center.

- **50% Law Compliance:** District remains out of compliance; college itself is compliant. Work ongoing to improve coding and tracking.

Fiscal Year* 2024-25 Expenditure Breakdown (all fund types)

- 2024-25 Expenditures (all funds**) \$61.3M

	2022-23	2023-24	2024-25	2024-25 %
Fund 1: General Fund – Unrestricted	\$35,663,304	\$37,715,367	\$ 39,780,576	65%
Fund 2: Self-Insurance Fund -Restricted	\$37,190	\$37,190	\$22,642	0%
Fund 3: General Fund – Restricted***	\$10,260,720	\$13,494,125	\$13,631,147	22%
Fund 4: Capital Projects Fund	\$1,143,275	\$750,162	\$602,538	1%
Fund 7: Expendable Trust (Direct Student Aid)	\$6,353,165	\$6,728,962	\$7,313,363	12%
Total	\$53,457,653	\$58,725,805	\$61,350,267	100%

*Fiscal Year (July 1, 2024, to June 30, 2025)

** Fund Types definitions-Appendix 1

***Federal Funds: 2% of the total budget

- Fund 2 – Insurance
- Fund 3 – Restricted
- Fund 4 – Capital Projects
- Fund 7 – Expendable Trust

2024 – 25 Districtwide Site Allocation

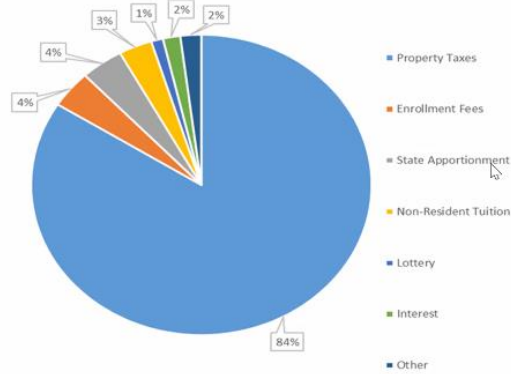
2024-25 Districtwide Site Allocation General Fund-Unrestricted (Fund 1)

Site	2023-24 Allocation	2024-25 Allocation	2023-24 % per site	2024-25% per site
Central Services*	\$65.1M	75.7M	25.77%	27.72%
District Office/ITS	\$23.2M	\$24.1M	9.18%	8.82%
Facilities and Public Safety	\$18.3M	\$19.7M	7.24%	7.21%
Cañada College	\$34.7M	\$36.3M	13.74%	13.29%
College of San Mateo	\$53.9M	\$57.4M	21.34%	21.02%
Skyline College	\$57.4M	\$59.9M	22.72%	21.93%
Total Districtwide Allocation	\$252.8M	\$273.10	100.00%	100.00%

*STRS on-Behalf, Utilities, Insurance, Staff Development, District Technology, etc.

2024-25 Districtwide Unrestricted General Fund Revenue Sources

- 2024-25 General Fund-Unrestricted Revenue Sources \$273.1M*



* Appendix 2 is attached with additional information regarding the funding sources and definitions

Site Allocation % vs FTES* %

Site	2024-25 Site Allocation	% 2024-25 Site Allocation	% 2024-25 FTES	% Average 5 years FTES
Cañada College	\$36.4M	24%	21.24%	21.42%
College of San Mateo	\$57.4M	37%	39.44%	38.25%
Skyline College	\$59.9M	39%	39.32%	40.33%
Total Districtwide	\$153.60M	100%	100%	100%

*Full-time equivalent students

Fund 1- Unrestricted General Fund 2024-25 Ending Balances Breakdown

Fund Number and Description	22-23	23-24	24-25
10003 - Current Unrestricted-Canada	\$ -	\$ (20,928)	\$ 50,012
10493 - Site Facility Set-Ups Canada	\$ 55,047	\$ 28,481	\$ 9,161
14003 - Profess Development - Canada	\$ 102,438	\$ 78,901	\$ 67,039
15301 - Mgmt Development - Canada	\$ 35,810	\$ 43,208	\$ 44,031
15302 - Classif Development - Canada	\$ 117,433	\$ 129,672	\$ 120,754
16001 - Trustees Designated Projects	\$ 96,256	\$ 86,595	\$ 96,843
16427 - Free College Initiative - PSP	\$ 655,197	\$ 336,982	\$ -
16428 - Free College Initiative - Dual Enr	\$ 334,882	\$ 24,172	\$ 5,172
16429 - Free College Initiative - OER ZTC	\$ 231,577	\$ 220,589	\$ 164,441
18002 - One-Time General Purpose Funding	\$ 762,949	\$ 189,389	\$ 4,382
18035 - Emergency Preparedness	\$ 100,000	\$ 98,020	\$ 54,038
18048 - Verizon Wireless	\$ -	\$ 8,542	\$ -
18059 - District Special Needs	\$ 2,189	\$ -	
18301 - Proctoring Service - CAN	\$ 2,036	\$ 4,403	\$ 5,830
18306 - Natural Res Conserv Serv (NRCS)	\$ 2,244	\$ 2,244	\$ 2,067
18309 - CAN PE Game Activities	\$ 109	\$ 109	\$ 109
18313 - CAN Facilities Rental Fund	\$ -	\$ 230,051	\$ 103,183
18503 - Indirect Cost Allocation - Cañada	\$ 7,184	\$ 16,628	\$ 39,981
Grand Total	\$ 2,505,352	\$ 1,477,059	\$ 767,043

STANDING ITEMS

Associated Students

Andric Slede, Associated Students President

- Associated students are working on community-building initiatives
- Established oversight committee
- Funded coffee station at Learning Center

Classified Senate

Maria Huning, Classified Senate President

- Outreach expanded to IT, Facilities, and Auxiliary Services
- First Senate meeting will be held on Sept. 11 at 1 pm
- Upcoming event: Back-to-School Social this Saturday

Academic Senate

Gampi Shankar, Academic Senate President

- First meeting was held last week
- Focus on finalizing the PIV process (e.g., for Funeral Services Program) and initiating new program development process

Planning Council Reports

IPC Update – Chialin Hsieh

Next meeting: Friday, Sept 13 at 9:30 am. Agenda includes bylaw reviews, membership confirmation, program review, enrollment and curriculum updates.

SSPC Update – Mayra Arellano

	<p>First meeting scheduled for Wednesday, Sept 18 at 11:00 AM. Update to follow at next PPC.</p> <p>EAPC Update No updates</p>
President's Update	<p>Kim Lopez, Cañada College President</p> <p>Potential Bond Measure (2026)</p> <ul style="list-style-type: none"> • A consultant was hired for community polling • Board is working on timing and feasibility <p>Scheduled Maintenance Planning</p> <ul style="list-style-type: none"> • Developing short/mid/long-term strategies • Funding gap due to end of previous bonds • Creation of a "bridge fund" for urgent maintenance needs <p>Free College Initiative</p> <ul style="list-style-type: none"> • Current legislation for Free College is temporary; the District aims to make it permanent • The District will present data to legislators to support continuation <p>EMP (Educational Master Plan)</p> <ul style="list-style-type: none"> • Currently in Year 4 of 5 • Need to begin planning for next EMP cycle
Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> • Club Rush for students in the Grove, September 9 and 10 • FAFSA application will open on October 1. Deadline likely in February (previously March 2) • Foundation will be opening scholarship application, deadline will be moved forward • Men's soccer game on Tuesday at 5 pm • Women's soccer game next Friday • October is a Filipino Heritage Month, event will be <i>Nurses Unseen</i> documentary screening + Q&A, flyers will come out • Women in STEM club, first meeting September 15, 4:30 pm • Sept 15 – first meeting • Facilities Master Plan Forums – at Skyline on Zoom, September 6 at 6 pm; at CSM September 8 at 6 pm
ADJOURNMENT	The meeting adjourned at 3:46 PM
Next Meeting	The next meeting will be held September 17, 2025