Cañada College

Draft

PLANNING AND BUDGETING COUNCIL MEETING
MINUTES
Wednesday, March 19, 2025
In-Person and Via Zoom
Regular Meeting: 2:10 – 4:00 p.m.

<u>Members present</u>: Alex Claxton, Gampi Shankar, Alicia Aguirre, Nick Carr, Karen Engel, Denise Erickson, Chialin Hsieh, Jacky Ip, Alex Kramer, Ray Lapuz, Kim Lopez, Rose Marie Mendoza Morrison, Ludmila Prisecar, Megan Rodriguez Antone, Gina Hooper, Julian Taylor, Joe Puckett, James Carranza, Erik Gaspar

<u>Members absent:</u> Graham Sheardown, Chantal Sosa, Christopher Wardell, Kassie Alexander, Sarita Santos, Junpei Yamaguchi, Mayra Arellano, Lizette Bricker, Jose Zelaya, Alex Kramer

<u>Guests and others present</u>: Ameer Thompson, Hyla Lacefield, Kat Sallivan-Torrez, Wissem Bennani, Anniqua Rana, James Carranza, Max Hartman

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	ACTION: A motion to approve the Consent Agenda, including minutes from the March 5, 2025 meeting. Motion passed.
District and College Mid-year Budget Update	Presenters: Peter Fitzsimmons, District Chief Financial Officer (CFO) Mid-year Budget Report **Proposed 2025–26 Budget:** • Released in January • 8% overall increase with uncertainty due to capital gains volatility. • $782M for community colleges: $358M ongoing, $423M one-time. • Funding for COLA (2.43%) for select categorical programs. • No funding proposed for scheduled maintenance. • Proposition 2 bond project includes Skyline's boiler replacement. **Property Tax Assumptions** • FY 2024–25 projection at 5%. • Down from previous years but still sustainable. **STRS/PERS Contributions** • STRS stable at 19.1%. • PERS continues to rise, stressing non-instructional budgets. **Midyear Financials** • 52.06% of revenue collected. • 45.88% of unrestricted fund expenditures incurred. • Other funds: 48% of revenue collected, 41% of expenses spent. **Budget Transfers** • ~$4.9M increase in revenue and corresponding expense adjustment. • Board required to ratify transfers.

	Presenter: Ludmila Prisecar, Vice President of Administrative Services, VPAS [2024-25 Mid-year College Budget Update](#) **Overview** • Midyear snapshot shows 51–52% spent from $38.2M budget. • Cleanup ongoing to ensure correct funding allocations **Fund Clarification** • Fund 1003: Core operations. • Fund 17003: Summer school (outside of 10-month contracts). • Free College Promise funds nearly depleted. • ZTC funds rolling over. **Spending by Fund Type** • Fund 1: ~52% spent. • Fund 3: ~30% (longer spending cycle). • Overall financials are healthy and on track **Projections** • December projected a $127K deficit (down from $269K). • Expected to balance after position control savings and grant adjustments.

Faculty Reassigned Time Report from the Instructional Planning Council (IPC)	Presenters: Chialin Hsieh, VPI
	
	[Presentation](#)
	[Resource Prioritization Process](#)
	
	Reassigned Time Workflow
	
	   o Annual cycle begins in October with applications.
	   o IPC review in November.
	   o VPI decisions finalized by December–March.
	   o Assignments confirmed in March.

Key Dates for Reassignments

- **Critical Deadlines**
  - **October 15, 2024:** Applications open.
  - **November 15, 2024:** Faculty submission deadline.
  - **December 13, 2024:** VPI approval/denial of the positions.
  - **March 3, 2025:** Final assignments determined.
- **Key Note:** Out-of-cycle requests require IPC approval.

Transparency Tools

- Website with published decisions, renewal schedules, and documentation.
- Tracks positions, durations, approval statuses, and funding sources

Budget Breakdown

- Approx. $1.9M in reassigned time annually.
- Fall: ~17 FTEF | Spring: ~15 FTEF.
- 50% departmental/college-wide, 30% grant-funded, remainder Senate/AFT roles.

Reassigned Time Costs—Cañada College

Financial Overview (2024-2025)

This table shows the reassigned time costs for Cañada College, including FTEF, total costs, and the percentage for each category.

CAN Fall 2024 and Spring 2025 Reassigned Time (FTEF)

FTEF	Fall 2024	Spring 2025	Total	Expense	%
College/Department Position	8.68	8.68	17.36	$1,056,356	54%
Academic Senate/AFT	2.74	2.27	5.01	$304,859	16%
Grant-funded	5.70	4.10	9.77	$594,505	30%
Total	17.12	15.02	32.14	$1,955,719	100%

Estimation of the FTEF Calculation

Grade 3 Step 10: 1.0 FTEF	$60,850
Grade 3 Step 10: 0.1 FTEF	$6,085
Grade 3 Step 10: 0.2 FTEF (3 units)	$12,170

District Comparisons

- Cañada uses 28% of district reassigned time.
- Proportional to district enrollment (23%)
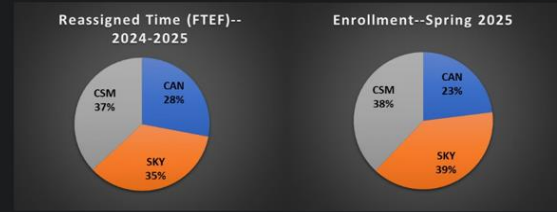
Reassigned Time Costs—District

Financial Overview (2024-2025)

This table shows the reassigned time costs for each college in 2024-2025, including FTEF, total costs, the percentage of district spending, and enrollment.

	Reassigned Time FTEF		Reassigned Time $		Enrollment 2.20.2025	
CAN	32	28%	$1,955,719	28%	12,655	23%
SKY	41	35%	$2,483,694	35%	21,544	39%
CSM	42	37%	$2,576,997	37%	20,730	38%
Total	**115**	**100%**	**$7,016,410**	**100%**	**54,929.00**	**100%**

Note: FTEF = Full-Time Equivalent Faculty

Pie chart comparing total expenses and total enrollment across colleges

Reassigned Time (FTEF)-- 2024-2025: CSM 37%, CAN 28%, SKY 35%

Enrollment--Spring 2025: CSM 38%, CAN 23%, SKY 39%

Decision for 2025 Reassignments

Reassigned Time Applications - Fall 2024 | Instructional Planning Council | Cañada College

Reassigned Time Applications - Fall 2024

Submitted Reassignment Proposals (Effective Fall 2025 Semester unless otherwise noted)	FTE requested for fall semester	FTE requested for spring semester	Total annual requested FTE	Duration requested	Type	Decision
College Wide Positions						
Faculty Equity Coordinator	0.4	0.4	0.8	4 semesters (2 years)	Renewal	Approved. Next cycle will be reduced to 0.2 per semester due to hiring of Director of Equity.

Next Steps & Recommendations

- Potentially showcase reassigned time work

- Implement continuous oversight of new reassigned time positions to ensure fiscal sustainability

- Optimize renewal reassigned time positions through dynamic FTEF adjustments

Audit Considerations
- Accurate tracking essential for 50% law compliance.
- Auditors verify alignment of reassigned time in system and documentation.

Division Non-Personnel Resource Request Prioritization Certification Proposed Action: Per the college non-personnel resource prioritization process, PBC will certify that this process has been followed.	Presenter: Ameer Thompson, Science & Technology, and Business Dean/Acting Dean of Design, and Workforce **Business, Design, and Workforce Process** - Faculty completed a Formstack survey ranking all non-personnel requests using a 1–5 scale. - A prioritized list was generated based on the survey results. - The list was reviewed in the division meeting; feedback was provided, but no changes were made. - Final list was approved by consensus. **Science & Technology Process** - Faculty in each department submitted prioritized lists. - Division prioritization was based on departmental input. - Faculty were involved throughout and helped guide the process. Presenter: Kat Sullivan-Torrez, Kinesiology, Athletics, and Dance (CAD) Dean **Process Details** - Conducted on March 7 during a scheduled division meeting. - Pre-surveys collected to allow faculty and staff to rank requests. - Meeting discussions reaffirmed alignment with college mission, vision, and values. - Evaluation criteria included: - Program goals. - Institutional priorities. - Impact on closing the equity gap. - Support for Latinx and AANAPISI (Asian American and Native American Pacific Islander-Serving Institutions) students. **Outcome** - Final list supports HSI and AANAPISI goals, enhances student safety and access, and contributes to student engagement and success. Presenter: Anniqua Rana, ASLT Dean - Sent out list of non-instructional requests (primarily from the Library). - Collaborated with Learning Center and MESA program. - Highlighted campus-wide impact of requests (e.g., technology supporting math and science). - Alternative funding explored within programs. - Prioritized list shared and reviewed at division meeting for feedback and approval. Presenter: Max Hartman, Dean of Counseling - Two resource requests discussed at the Feb 7 division meeting. - Follow-up survey distributed; 7 responses received, 6 prioritized the same top item. - Prioritized list shared on March 7 division meeting. - Final priorities:

	1. Transportation funding for campus visits (Transfer Center). 2. Dedicated program space for Project Change. • All requests aligned with college mission and values. Presenter: James Carranza, Dean of Humanities & Social Science • No non-personnel resource requests submitted this cycle. • Would have followed standard process if applicable. Presenter: Dr. Wissem Bennani – Enrollment Services & Support Programs • Representatives from each program participated in prioritization: ○ SparkPoint, Financial Ed, Admissions, Outreach, International, Health Center. • Used Excel tool for ranking based on institutional alignment and alternative funding availability. • Final rankings decided via group discussion and submitted for review. Presenter: VP Student Services (on behalf of Lizette Bricker) • Partnered with Director of Equity. • Staff and student staff from Cultural Center and Equity Office participated in prioritization. • Final list created through group feedback and aligned with institutional goals. PBC's role in the non-personnel resource request process is to certify that Divisions and VP Offices have followed the recommended process. The process can be found here. Motion to approve the Resource Request Prioritization item. Moved by Karen Engel, seconded by Alex Claxton. Motion passed.
ISER Sub-standards Review 3.7, 3.8, 3.10	Presenters: Karen Engel, Dean of PRIE/ Ludmila Prisecar, VPAS/Hyla Lacefield, Faculty Accreditation Lead & Professor, Digital Art & Animation ISER **Accreditation Standard 3.7 – Financial Solvency & Planning** *3.7 The institution ensures financial solvency. When making short-range financial plans, the institution considers its long-range financial priorities and future obligations to ensure sustained fiscal stability. (ER 18)* Cañada College adheres to Board policies, administrative procedures, and standard accounting practices to ensure sound financial management. This includes oversight of assets, cash flow, revenues, and expenses as specified in Board Policy 8.11, Administrative Procedure 8.00.1, and Administrative Procedure 8.11.1. The institution regularly reviews past financial performance to inform current and future fiscal planning. ***Budgeting, Financial Monitoring, and Risk Management*** The California Community Colleges Sound Fiscal Management Self-Assessment Checklist, included in the District's annual District Adopted Budget 2024-25 (page 88), serves as a benchmark for evaluating financial sustainability. Independent external audits confirm adherence to fiscal management standards, with results presented to the Board of Trustees (Board Report,

Item 14.5 Receipt and Acceptance of the 2023-24 District Audit Report) and posted on the District website, Approved Audit Reports.

Discussion

- Emphasis on ensuring short and long-term financial stability.
- Criteria covered:
    - Review of past financial results for current/future planning.
    - Ongoing monitoring and adjustments to budgets and cash strategies.
    - Planning for long-term liabilities (OPEB, building maintenance, insurance).
    - Assurance that debt repayments don't compromise future obligations.
- Evidence includes:
    - Board policies/procedures, resource allocation model, and fiscal checklist (page 88 of budget book).
    - Regular audits and budget reporting to the board.
    - District reserve (currently at 17.66%).
    - Contingency funds for emergencies, though not line-itemed.
    - Cash flow management: internal fund borrowing instead of bank loans.

3.8 The institution constructs and maintains physical resources to support and sustain educational services and operational functions. The institution ensures safe and effective physical resources at all locations where it offers instruction, student services, and/or learning supports.

Cañada College's physical resources, which includes a campus of 124 acres, sits 80% in the town of Woodside and 20% in Redwood City. The building core of the campus covers 17 acres, and campus infrastructure includes 34 buildings, athletics and recreational facilities, and 11 parking lots which can be seen on our campus map. The gross area for the campus infrastructure is 451,207 square feet and the assignable area is 291,840 square feet. The college's current physical resources are sufficient to support effective use and high-quality programs and services.

Accreditation Standard 3.8 – Facilities & Physical Resources

Discussion

- Facilities aligned with mission and institutional planning (via EMP and FMP).
- Resource request process explained (program review, division prioritization, president's final decision).
- Examples: Cultural Center and Child Development Center.
- Safety & maintenance handled by district-led teams with on-campus liaisons.
- Systems mentioned:
    - Electronic Work Order System
    - Monthly inspections
    - Safety Committees (campus and district-wide)
    - Emergency planning (phones, RAVE alert, crisis teams)
- Evaluation mechanisms include:
    - Facilities Master Plan
    - 3-Year Facilities Assessment
    - Scheduled maintenance & state funding
    - Capital Improvement Planning meetings

Follow-up Items

- Provide reports/examples from safety committees.
- Add real emergency response examples (e.g., hill erosion, storm damage).

	• Finalize evidence links and outstanding documents. *3.10 The institution has appropriate strategies for risk management and has policies and procedures in place to implement contingency plans in the event of financial, environmental, or technological emergencies and other unforeseen circumstances.* Cañada College, in collaboration with the District implements comprehensive risk management strategies and policies to ensure financial stability, environmental safety, technological security, and institutional resilience. **Accreditation Standard 3.10 – Risk Management & Contingency Planning** **Discussion** • Institutional response to financial, environmental, or technical emergencies. • Financial stability supported through district-level reserves (17%+). • District's community-funded status allows internal borrowing (Fund 4). • Emergency operations: District Crisis Action Team, Emergency Ops Plan. • Insurance: Well-covered with detailed info in budget book (page 21). • Technology: IT backup, recovery, and cybersecurity managed by District ITS. ◦ Recent comparative cybersecurity assessment shows strong position. **Follow-up Items** • Await confirmation from IT on data backup protocols. • Cross-check and consolidate any repeated content from Standard 3.7.
Participatory Governance Evaluation Proposed Action: Adopt revised survey to evaluate participatory governance during the 2024-25 academic year	Presenter: Karen Engel, Dean of PRIE **Shared Governance Evaluation Survey** • Annual governance evaluation survey being finalized. • Logic includes tailored questions based on committee participation. • Redundant or outdated sections being removed. • New clarity around district procedures and broader governance roles. **Follow-up Items** • Make real-time edits to survey as suggested and distribute to the campus community after spring break Motion to approve the survey as presented. Moved by Chialin Hsieh, seconded by Alex Claxton. Motion passed unanimously.
STANDING ITEMS	
Associated Students	No update was reported.
Classified Senate	Alex Claxton, Classified Senate President • Preparing for April elections and committee placements for the upcoming year.
Academic Senate	Gampi Shankar, Academic Senate President • President and VP elections are in April • Equity coordinator, liaison. Chancellor's memo – screening committee can select in person or online • Class cancelation for summer and spring has been finalized

	• Funeral Services program under review. • Academic Senate to vote post-IPC approval.
Planning Council Reports	**IPC Update** – Erik Gaspar • Reviewed the Standards, this Friday will come to a program review presentation **SSPC Update** – no updates **EAPC Update** – Karen Engel • No updates
President's Update	Kim Lopez, Cañada College President • Honoring 2025 Classified Staff of the Year at Jefferson High during Board meeting next week on Wednesday at Jefferson HS • Presentations on CCCApply, compressed calendars, professional development (PD), and international travel policy. • PD topics include current internal processes and policy clarifications
Matters of Public Interest and Upcoming Events	• Interface updated—users encouraged to log in early to familiarize themselves with new layout for leave reports and timesheets. • Instructions available from HR.
ADJOURNME NT	The meeting adjourned at 3:48 PM
Next Meeting	The next meeting will be held on April 16, 2025