



A Message from President Kim Lopez

January 6, 2025

Dear Cañada Colleagues,

Happy New Year, and welcome to the Spring 2025 Semester! I am pleased to share the outcomes of the new position requests process for the 2025-2026 academic year. A total of seventeen position requests were submitted, and I want to extend my gratitude to the faculty, staff, and administrators who submitted their requests and presented them at the [Planning and Budgeting Council](#) meeting in November 2024. As usual, more requests were received than could be funded, so the following criteria was used to assist in the decision-making process. I have also provided a detailed update on the budget and an overview of the annual resource request process and timeline.

Criteria

In reviewing all of this year's position proposals, the administration considered the following criteria in its evaluation of each proposal:

1. ***Federal or State mandates:*** Is the position required by the Federal or State government, and/or is it essential to keep the college in compliance with Federal or State laws and regulations?
2. ***SMCCCD Board goals or strategic initiatives:*** Has the Board of Trustees recommended that we create or expand initiatives? For example: Free Community College (SB 893 - eliminate fees, support student basic needs such as: transportation, textbooks and materials, technology, food, healthcare, emergency housing), Focus on Strategies to Increase Student Enrollment, Dual Enrollment, Promise Scholars, and OER-ZTC.
3. ***Non-Fund 1 matching or supplemental funding availability:*** Are there other unrestricted general funds available that could support all or a significant portion of the position?
4. ***Support for the 2022-2027 Educational Master Plan's strategic initiatives:*** Does the position further the College's ability to achieve its strategic goals and immediate priorities? For example, [the 2024-25 Strategic Priorities include:](#) build on the College for Working Adults Model, create and sustain an inclusive, antiracist, and equity-minded campus culture, expand programs and opportunities in North Fair Oaks, Belle Haven, and East Palo Alto (especially BIPOC communities) strengthen K-16 pathways and transfer and reimagine how we support students' accessing career opportunities, double the number of alumni connected to the College, improve access to campus, build a Child Development Center and update sustainability initiatives.
5. ***For new and replacement faculty positions:*** Do the program's enrollment, course offering(s), and staffing trends (FTEF ratios in particular), in accordance with college strategic planning, justify the addition or replacement of the position?
6. ***For new and replacement administrative and classified staff positions:*** Do the program or student service area's workload metrics (e.g., the volume of students served), in accordance with college strategic planning, justify the addition or replacement of the position?

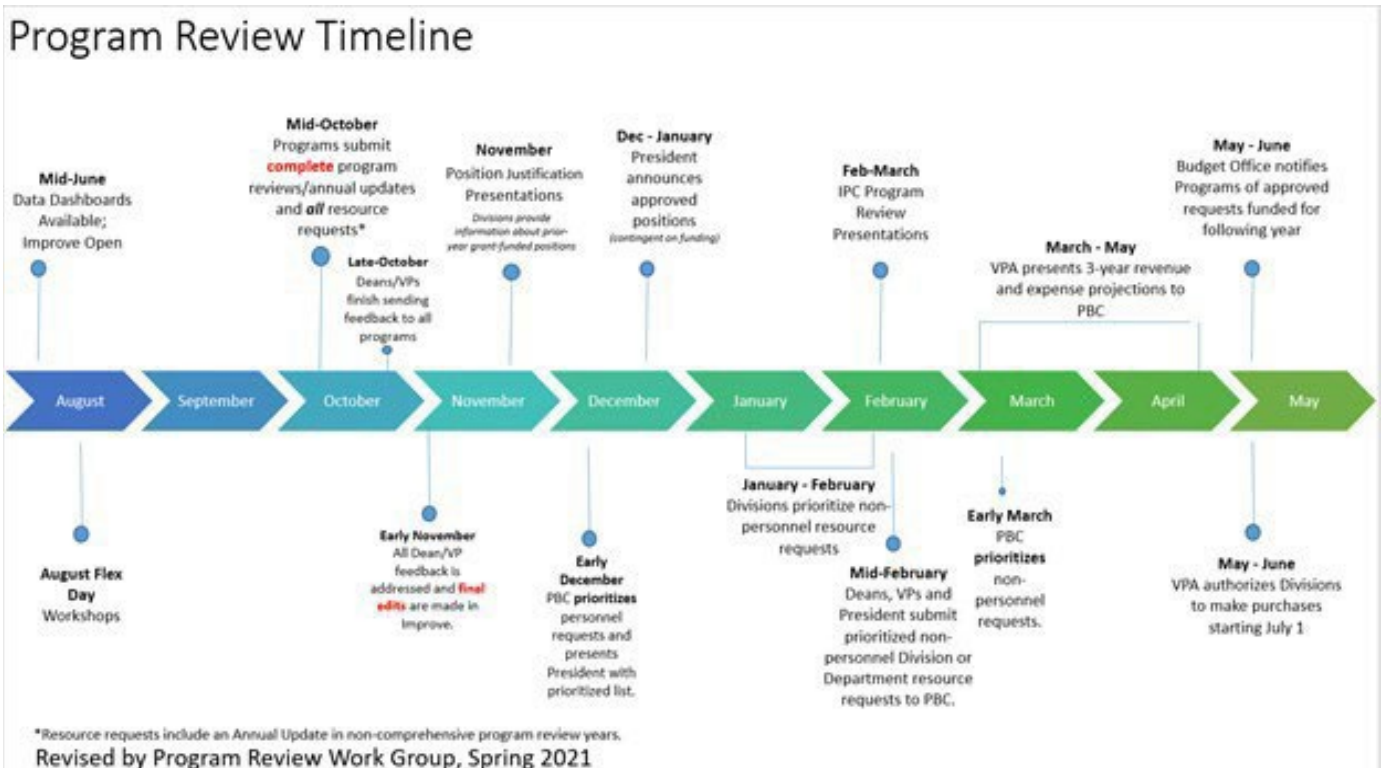
Budget Update

As shared at the [Planning and Budgeting Council \(PBC\) on December 4, 2024](#), the College is navigating several budgetary uncertainties as we enter the new fiscal year. The state continues to face economic challenges and revenue fluctuations, and the full impact on our District budget may not be clear until well into the Spring 2025 semester. As a Community Supported District, the majority of our revenues come from local property taxes. However, increasing districtwide costs are placing additional pressure on the College’s operational budget. In light of these challenges, it is critical that we remain cautious in our financial planning and resource allocation.

Looking ahead, we will review the Governor’s proposed state budget for 2025-26 in January and continue to refine our budget projections. To ensure transparency and informed decision-making, regular updates will be shared with the College community through PBC meetings.

Resource Request Process

As part of its annual [integrated planning and budgeting cycle](#), Cañada College uses [Program Review](#) of its instructional programs, student services, and administrative services to identify needed resources and prioritize them. By linking these resource requests to an analysis of program/service effectiveness and alignment with the program, college, and district goals, decision-makers can better prioritize the allocation of limited financial resources. Each year, resource requests are compiled from Comprehensive Program Reviews and Annual Updates and submitted to Division Deans. Divisions have primary responsibility for prioritizing resources. Prioritizations are sent to the Planning and Budgeting Council (PBC), which is responsible for certifying that resource requests are prioritized according to the process outlined below. The 2024-2025 resource request process began in Summer 2024, and it included faculty, classified staff, and administrators. The resource request flow chart below describes the timeline:



Approved Personnel Positions

Position	Federal or State Compliance	SMCCCD Board Priorities	Non-General Funds available for 2025-26	Supports College goals and priorities	Student Enrollment /Workload Trends Justify Position	Funding Source	Proposed Start Date
New Positions							
Full-time, Tenure-Track Medical Assisting Instructor (1 FTE)		X		X	X	Existing Fund 1	Fall 2025
Full-time, Tenure-Track Chemistry Instructors (1 FTE)		X		X	X	Existing Fund 1	Fall 2025
College Recruiter (1 FTE)		X	X	X	X	Existing Fund 3-SEAP*	Spring 2025
Part-Time Laboratory Coordinator STEM (.48 FTE)	X			X	X	Existing Fund 1	Spring 2025

**Student Equity and Achievement Program funding (SEAP)*

The new positions were made possible through a strategic reallocation of existing resources. This included leveraging savings from vacant positions, converting part-time faculty positions into full-time positions, and reducing the faculty reassigned time from Fund 1. These efforts have allowed us to create new opportunities without requiring additional funding sources. It’s important to note that the approval of these positions remains contingent upon Board approval.

I appreciate your engagement in our annual Program Review and Resource Request Process. For non-personnel requests, divisions will prioritize the proposals, and final decisions will be communicated to the College by early May 2025.

I wish you a wonderful Spring 2025 Semester!

Sincerely,

Kim Lopez
President

