

**PLANNING AND BUDGETING COUNCIL MEETING
MINUTES**

Wednesday, October 15, 2025

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Gampi Shankar, Maria Huning, Lisa Palmer, Olivia Cortez-Figueroa, Nick Carr, Alicia Aguirre, Julie Luu, Denise Erickson, Jose Zelaya, Shanda DeRosans, Roz Young, Chantal Sosa, Julian Taylor, Alex Kramer, Karen Engel, Lizette Bricker, Ludmila Prisecar, Kim Lopez

Members absent: Kassie Alexander, Andric Slede, Chialin Hsieh, Rosie Mendoza Morrison, Chialin Hsieh, Lizette Bricker

Guests and others present: Michiko Kealoha, Kiran Malavade, Wissem Bennani, Jasmine Jaciw, Kat Sullivan-Torrez, Brianna Chavez, Melissa Maldonado, Mary Ho

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	ACTION: A motion to approve the Consent Agenda, including minutes from the October 1 meeting. Moved by Lisa Palmer, seconded by Gampi Shankar. Motion passed. The last two agenda items - Item #5: Participatory Governance Evaluation and Item #6: Enrollment Update were removed from the agenda. Lisa Palmer moved the agenda as modified. Seconded by Alex Kramer. Motion passed
Discussion of the Draft Student Equity & Achievement Plan (SEAP). This is a live document in which comments are made and addressed in real time	Presenter: Michiko Kealoha, Director of Equity and Kiran Malavade, Faculty Equity Coordinator Presentation The focus of the meeting was to gather feedback on the draft plan. Updates and revisions were made based on previous feedback, particularly addressing concerns about the plan being "classified-heavy." - Participants were invited to review the draft and provide feedback - Specific focus was placed on Metrics 1 and 2, but the group agreed to review all metrics (1-6) - Collaboration with Marketing and Outreach was discussed, with meetings set up to align the plan with ongoing efforts - A dynamic, evolving document that includes input from multiple stakeholders was acknowledged - It was noted that a lot of changes were made since the last time the draft was presented - There was a challenge with readability due to large header bars in the document. A suggestion was made to unfreeze the columns to improve visibility. Kiran Malavade offered to send the document via email for review Metric 3: Male Career Interest Focus Groups It was noted that the original language was unclear and appeared "grayed out." Focus is on persistence among male students, aligning with disproportionately impacted metrics - Focus is career-related persistence, not general retention

	• Suggestion to reword “male career interest focus groups” to better reflect intent “pilot new strategies” or “initiatives” preferred over “programming” • Emphasis on non-traditional male students (e.g., males in medical assisting) • Collaboration suggested between Career Center, Dean, and PRIE • It was recommended to revise language to clarify purpose and responsibilities; confirm collaboration with Career Center and Dean BAM (Brothers Achieving Milestones) Program • Emphasis on ensuring support is not symbolic or unfunded • While target are male students of color, the goal is broad male student support • Maintain current wording; ensure proper funding and staffing support Line 21 & 26 – Transportation and Four-Year Tours • Need to confirm if individuals named are comfortable being included • Transfer Center is central to coordinating tours and funding • Confirm named parties and ensure process alignment with program review Time Allocation for Counseling/Student Support • Concerns ○ Concerns with repeated “pilots” without long-term change ○ Students report lack of time and inconsistent guidance from counselors ○ Original idea to “hire more counselors” removed due to funding limitations • Suggestions ○ Pilot strategy should include evaluation of what is working/not ○ Consider connecting students directly with transfer institutions earlier ○ Explore technology and AI as alternative supports ○ Update language to reflect documentation and assessment of new strategies General Comments • Classified Senate emphasized student inclusion and action implementation • Minor typos noted; will be corrected in final draft • It was mentioned that it is important to focus on content clarity and resource alignment over perfection in grammar at this stage • Final version needed by November 5 for Board submission • Alex Kramer mentioned that he sees value in piloting new programs and it is important to document what was and wasn’t successful
Cañada’s 2025-26 Adopted Budget and Multiyear Budget Projections	Presenter: Ludmila Prisecar, VPSS 2025-26 Adopted Budget Presentation Multiyear Projections Federal Funding Loss • Loss of ~\$1.1M in federal funding • Affects approx. 3.6 FTE positions; HR and Cabinet are managing impacts • No funding for years 4–5 of originally • Request for carryover funds submitted; awaiting DOE response

	State Budget • State faces a \$12.5B deficit; future funding outlook uncertain • Caution urged due to reliance on one-time funds and economic unpredictability District-Level Update • Community-funded district; currently benefiting from property tax base • Tax growth slowing; FTEs still below pre-COVID levels, impacting state allocations • Costs rising (utilities, insurance, wages, capital improvements) • Contracts under negotiation may impact overall costs College Budget Overview (Multi-Year Projections) • FY 2024-25 projected deficit ~\$700K (subject to change) • Vacancies and savings may help close the gap • Projections aim to maintain fiscal stability while prioritizing student needs • Comparison to sister colleges: CSM (larger deficit), Skyline (in surplus) Discussion • It was discussed that the goal is to fully utilize allocated funds in support of current programs and students • Important to avoid under - or overspending • Emphasis on conducting internal reviews of unused operational budgets to reallocate where needed • Emphasis on ensuring all actions and priorities align with the Educational Master Plan, reviewing items one at a time to ensure program support • All programs must be assessed through the program review process to ensure alignment and sustainability • Christopher Wardell emphasized lifting up under-supported programs • Kim Lopez clarified that staffing positions are distinct from the individuals who fill them • Ludmila Prisecar noted that 20% of funding may be at risk; if lost, temporary positions would need to be reevaluated individually • Maria Huning raised concerns about time-limited positions and shared her past experience with grant-funded roles • Ludmila Prisecar emphasized the need to work with CSEA and HR when addressing position classifications and funding changes • Christopher Wardell inquired about the specifics of the 3.6 positions mentioned and shared his positive experience with a Program Services Coordinator role, highlighting the value of financial support • The group confirmed that formal position requests can still be submitted, with the deadline set for this Friday • Kim Lopez encouraged proactive communication • Ludmila Prisecar acknowledged the number of unknowns and expressed gratitude for being a community-funded and supported institution
Program Review Subcommittee Member Appointments Proposed Action: approve the proposed members of the PBC	Presenter: Karen Engel Karen Engel presented on the Program Review Subcommittee. The goal is to ensure alignment and evaluation of program review processes across various campus councils (IPC, SSPC, PBC).

Program Review Subcommittee for the 2025-26 academic year	Membership of the Program Review PBC Sub-Committee includes one representative from each of the following campus constituencies to ensure representation by faculty, classified staff, and administrators: • Academic Senate (faculty)* - Gampi Shankar • Instructional Planning Council (faculty)* - David Eck • Classified Senate (classified staff) * - Alex Claxton • Student Services Planning Council (administrator, faculty, or classified staff) * Devon Scott • Instructional Technologist (Office of Instruction – by position) – serves as Sub-Committee Co-Facilitator – Lindsey Irizarry • Vice President of Administrative Services (by position) – Ludmila Prisecar • Dean of Planning, Research & Institutional Effectiveness and Accreditation Liaison Officer (by position) – ALO serves as Sub-Committee Co-Facilitator – Karen Engel *Members appointed by Senates serve two-year terms. There are no term limits. Each year, every effort will be made to ensure that classified members represent both instruction and student services. Motion to approve the membership as presented. Moved by Lisa Palmer, seconded by Roz Young. Motion passed.
Institutional Self Evaluation Review Reminder (approval scheduled for November 5, 2025)	• Dean Karen Engel reminded the group that the Institutional Self-Evaluation Report (ISER) will be up for approval on November 5 • Document will be available by the end of next week via email and will be posted online • Members are encouraged to review the full report (~70 pages), or at least their relevant sections • Final approval to be forwarded to the Board on November 19 • Maria Huning reminded the members that attendance on November 5 is critical to ensure quorum for the vote • Clarification pending on whether proxy voting is allowed - confirmation to be sent via email
STANDING ITEMS	
Associated Students	Shanda DeRosans ASCC is having the following events: • Frames of Remembrance: October 22, 2 - 4 pm, Cultural Center – bring a photo of a loved one, decorate frames or make one for someone else • Dia de los Muertos Collaboration: October 28 – two events (morning & evening), Cultural Center • Halloween Event - Costume contest: October 30 • Ramaytush Event: November 19
Classified Senate	Maria Huning • Will be reviewing the final part of SEAP • Will discuss memorial protocols for classified staff on campus • Upcoming activities/events can be viewed on the webpage/calendar • Holiday Baskets Fundraiser - to support two scholarships in memory of former classified staff. The scholarships will go to students

Academic Senate	Gampi Shankar - Passed Regular Substantive Interactions (RSI) Resolution (advocating for support & compensation for faculty) - Finalized 2025–26 goals, aligned with Educational Master Plan (EMP) and Program Improvement and Viability (PIV) initiatives - Oversight committee from Associated Students of Cañada College (ASCC) to visit next week (informational only)
Planning Council Reports	IPC – Lisa Palmer - Programming review ongoing SSPC – Olivia Cortez-Figueroa - No meeting due to FLEX Day, no recent updates EAPC – (on behalf of EAPC) Maria Huning - New Tri-chair announced – Christopher Wardell - Next meeting scheduled; updates to come
President’s Update	President Kim Lopez - Tonight is the Board Study Session: Self-evaluation and Goals underway - Menlo Park Center Open House: October 22, 11 am - 1 pm. Shift to credit pathways in business and healthcare - Silicon Valley Foundation Annual Meeting: October 22, 4 - 6 pm at the Grove and Theater - Dia de los Muertos Events: October 28 - November 2 with community partners; major celebration on November 2 in Redwood City - Next Board of Trustees Meeting: Off-campus, in Half Moon Bay – on November 19, 2025
Matters of Public Interest and Upcoming Events	- Women's soccer is off to a great start this season. The Lady Colts are 10-2-2, currently first in the Coast-South Conference, and ranked 8th in the state in power points - Men's soccer is also off and running. They defeated Monterey Peninsula College 8-0 yesterday and remain undefeated in Coast-South Conference play. Currently, they are the 11th-ranked team in California based on power points - Halloween Star Party: Oct 24 (backup date: Nov 7) – Telescope viewing + costumes encouraged - Financial Aid Application Support and Scholarship workshops are hosted every Thursday until November 20, from 2 - 4 pm in 9-110 (Welcome Center). The scholarship application is open now and closes February 2, 2026 - Ongoing tutoring, tech and peer mentor support available in the Learning Center - Women in STEM Club had a Chill Study Session on October 13, and will have a Pumpkin Decorating event on October 27, 4:30 - 5:30 pm in Building 23-203 Undocumented Student Success Week: in progress
ADJOURNMENT	The meeting adjourned at 4:00 PM
Next Meeting	The next meeting will be held November 5, 2025