



PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, December 3, 2025

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:30 p.m.

Members present: Maria Huning, Lisa Palmer, Nick Carr, Alicia Aguirre, Kassie Alexander, Julie Luu, Denise Erickson, Jose Zelaya, Christopher Wardell, Ziara Matthews, Shanda DeRosans, Alex Kramer, Megan Rodriguez-Antone, Lizette Bricker, Ludmila Prisecar, Kim Lopez, Gampi Shankar, Chantal Sosa, Karen Engel, Olivia Cortez-Figueroa

Members absent: Chialin Hsieh, Roz Young, Julian Taylor, Rosie Mendoza Morrison

Guests and others present: Alessandro Riva, Lezlee Ware, Kat Sullivan-Torrez, Max Hartman, Alex Claxton, Jose Manzo, Diego Payan, Jackie Gonzalez

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	<p>The consent agenda included approval of the November 5 meeting minutes, the November 19 minutes (noting that November 19 was a special meeting focused on position requests and presentations), and the board-approved staffing update from November 19. Members were reminded that recordings of the presentations were available on the PBC website and that Senate members could participate in position prioritization, with prioritization targeted for completion by the next Senate meeting and feedback due via the online form by Friday. The chairs emphasized the importance of submitting questions and suggestions through the official feedback form before it closed. The staffing update was briefly reviewed, highlighting two personnel changes affecting the college: a chemistry instructor transferring in and an accounting faculty member transferring out, along with clarification about prior questions related to transfers and hiring processes.</p> <p>The PBC consent agenda included the following items:</p> <ul style="list-style-type: none"> • November 5 Meeting Minutes • November 19 Meeting Minutes • Board-approved staffing update- November 19, 2025 <p>Motion: A motion to approve the Consent Agenda was made by Lisa Palmer and seconded by Alicia Aguirre Discussion: none Abstentions: none Approval: all present members voted in favor of the motion; motion passed</p>
REGULAR AGENDA	

<p>EMP 3.11 Create and expand career exploration experiences for students – Progress Report presented by Lizette Bricker, VPSS and Max Hartman, Dean of Counseling – Co-Chairs of EMP 3.11 Work Group</p>	<p><u>EMP 3.11 Progress Report Presentation</u></p> <p>The regular agenda moved to a progress report on EMP Initiative 3.11, focused on creating and expanding career exploration opportunities for students. Lizette Bricker and Max Hartman, joined by Jose Manzo, Diego Payan, and Jackie Gonzalez, presented an overview of work completed to date, including convening internal stakeholders and community partners to gather input and identify next steps, with an emphasis on Guided Pathways and supporting students from entry through career readiness. The group highlighted strong collaboration among counselors, the Career Center, interest area teams, and external partners, and introduced plans for spring implementation, most notably the launch of a “Career Café.” This low-stakes, campus-based initiative was designed to bring students, particularly undecided, first-generation, and non-special program students, into informal career conversations with faculty, staff, and external professionals in a highly visible campus space. The presentation also outlined complementary career readiness workshops, alignment with speaker series and job fairs, and opportunities to better centralize and energize career services. Discussion emphasized the value of expanding partnerships, avoiding duplication of efforts, and using the Career Center as a symbolic and practical hub for career exploration. During Q&A, participants suggested extending these opportunities to prospective and high school students through mobile or virtual programming, integrating work experience education and apprenticeship connections, and strengthening coordination with county and regional partners. The presenters welcomed these ideas, expressed enthusiasm for the collaborative momentum, and encouraged continued outreach to broaden participation and impact.</p>
<p>EMP 4.1 Improve access to campus via public transit, rideshare – Progress Report presented by Ludmila Prisecar, VPAS and Adolfo Leiva, Director, SparkPoint Center -- Co-Chairs of EMP 4.1 Work Group</p>	<p>The committee received an update on EMP Goal 4.1 focused on improving campus access through transportation. Ludmila Prisecar and Adolfo Leiva reviewed past efforts, including shuttle route changes and the successful but now unfunded Lyft pilot, and emphasized that transportation remained a priority despite limited resources. They described forming a small workgroup to focus on low-cost strategies, beginning with consolidating all existing transportation resources into a single, comprehensive campus website. The draft site compiled driving information, parking details, free transit programs such as ‘Way2Go’ passes, Associated Students bus support, SamTrans and Ride Plus on-demand shuttle services, and transportation assistance available through various student programs. The group highlighted the need for better awareness, improved search visibility, and collaboration with marketing and campus partners. An update was also shared about a newly approved GoCard program offering a \$200 mobility credit for multiple transit options, planned for rollout through SparkPoint centers. Committee members and guests expressed support, noted the impact of long commutes on student persistence—especially for East Palo Alto students—and volunteered to join the workgroup as efforts continued.</p>
<p>STANDING ITEMS</p>	

Associated Students of Cañada College	Ziara Matthews reported that an upcoming ASCC retreat was scheduled for the weekend to plan priorities and activities for the spring semester. The group had discussed implementing a new meeting structure that would break members into smaller, focused teams to work on specific issues more efficiently, rather than addressing topics sequentially in full meetings. A major priority identified was addressing homelessness on campus and in the surrounding community. Efforts included reaching out to community organizations, inviting guest speakers to ASCC meetings, and increasing student awareness of available resources and ways to support affected students. Ziara emphasized the importance of making these issues more visible and accessible to the campus community.
Classified Senate of Cañada College	Maria Huning reminded members that raffle baskets were still available in the bookstore, with 100 percent of the proceeds supporting student scholarships. Members were encouraged to purchase tickets early, including at the President's Holiday Luncheon, where the baskets would be showcased and tickets sold. The group was also informed that raffle tickets could be purchased separately, including by credit card. Maria also announced that the final Classified Senate meeting would take place the following Thursday and emphasized the importance of completing the classified prioritization process by the end of the day on Wednesday, the 10th. Classified staff who received individualized, single-use links were encouraged to submit their priorities to ensure a fair and anonymous process, noting that participation was optional but time-sensitive before the system closed.
Academic Senate of Cañada College	Gampi Shankar reported that the PIV process had been completed and would be wrapped up at the final Senate meeting scheduled for the 11th. A major upcoming focus for the Academic Senate was the personnel request presentations, with plans to provide all interested parties another opportunity to present. It was noted that the prioritization process might differ from the classified approach, potentially resulting in a comprehensive list being forwarded to the president, consistent with practices from previous years, with more clarity expected at the upcoming meeting. Additional upcoming important presentations were also noted, including one from the Institutional Review Board as it continued outreach across campuses. Gampi concluded by sharing that this would be his final PBC meeting representing the Academic Senate, expressing appreciation for the opportunity to serve.
Planning Council Reports: IPC, SSPC, EAPC	<p>IPC:</p> <p>Lisa Palmer provided an update noting that at the previous IPC meeting, the group completed program reviews, which resulted in productive discussions. She also shared that at the upcoming meeting scheduled for Friday, the focus would be on reviewing reassigned time application requests.</p> <p>SSPC:</p> <p>Olivia Cortez-Figueroa clarified that no formal SSPC meeting had been held. The scheduled meeting time coincided with the holiday period and a particularly busy service day, so the decision was made to cancel the formal meeting. Instead, the time was used by participants to meet with their respective teams to review program reviews and provide feedback using the established templates.</p>

	<p>EAPC:</p> <p>No report</p>
President's Update	<p>During the President's report, appreciation was expressed for the outgoing Academic Senate President, Gampi Shankar's service, acknowledging the significant workload and dedication over the past year and a half and wishing him a restful and rejuvenating break. Kim Lopez announced that the holiday luncheon had been moved from Friday to Monday to avoid conflicts with finals week and encouraged campus members to attend the informal, drop-in event. It was also shared that the final Board of Trustees meeting would take place on Wednesday, during which the presidential gavel would be passed from Mike Guingona to Wayne Lee. Kim noted anticipation that the Child Development Center contract would be presented for final board approval, potentially allowing construction to begin as early as January. Additionally, Kim indicated plans to receive prioritization lists, draft decision communications over the break, and release them in early January to support timely spring hiring and agenda planning. The report concluded with congratulations to the Radiologic Technology program for receiving an eight-year accreditation—the maximum possible—recognizing the extensive efforts of faculty and staff involved and highlighting this achievement as a strong conclusion to the final PBC meeting of the year.</p>
Matters of Public Interest and Upcoming Events	<p>At the conclusion of the meeting, matters of public interest and upcoming events were shared. Nick Carr highlighted the success of the Colts soccer teams, noting that the men's team had advanced to the state playoffs Final Four and were traveling to Orange County to compete, with games scheduled for Friday at 4 p.m. against Cerritos College and, if victorious, the finals on Sunday at 2 p.m., both to be streamed for viewing. Recognition was given to Katie Perkins and the women's soccer team who had also performed strongly, reaching the playoffs and representing the college well. The meeting concluded with thanks extended to participants for their contributions and updates.</p>
ADJOURNMENT	<p>Meeting adjourned at 3:13pm</p>
Next Meeting	<p>The next meeting will be held on February 4, 2026</p>