



**DRAFT**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, April 3, 2024**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Maria Huning, Alicia Aguirre, Kassie Alexander, Mayra Arellano, Mia Berta, Nick Carr, Karen Engel, Chialin Hsieh, Jacky Ip, Hyla Lacefield, Ray Lapuz, Kim Lopez, RoseMarie Mendoza Morrison, Manuel Alejandro Pérez, Megan Rodriguez Antone, Sarita Santos, Diana Tedone-Goldstone, Christopher Wardell.

**Members absent:** Denise Erickson, Gina Hooper, Joan Murphy, John Omar, Ludmila Prisecar, Julian Taylor.

**Guests and others present:** Wissem Bennani, Arman Eshraghi, Adolfo Leiva, Marie Mejia, Anniqa Rana, Kathleen Sullivan-Torrez.

AGENDA ITEM	CONTENT
<p><b>Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>The PBC agenda, minutes from the March 20 meeting and board-approved staffing update from March 27 were presented.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Dean Hyla Lacefield and seconded by RoseMarie Mendoza Morrison. Motion passed.</p>
<p><b>Update on District-Wide Student Housing (Marie Mejia, Director of Capital Projects, SMCCCD)</b></p>	<p>Marie Mejia said the district applied for state funding to build student housing nearly two years ago, but was not successful. Instead, the district received a \$200,000 planning grant to pay for a feasibility study and a consultant to help with the next grant application. The application was submitted for a second time in January 2023 and it was approved.</p> <p>The budget for the districtwide student housing project is \$86 million with \$56 million coming from the state and \$30 million from the district. Housing will be located at CSM in Lot B. There are plans for future housing construction projects at the other two campuses.</p> <p>There will be 310-314 student beds, including mobility units, and projected rents are \$475 to \$920 depending on the size. The projected rents are based on 2022 prices and will be adjusted once the building opens. She talked about the formula used to calculate the rental prices.</p> <p>The design process began in May 2023 and will be completed in July 2025. Construction should start in August 2025 and be completed in May 2027 with move-in expected in summer 2027. The district is now in the design/development stage.</p> <p>She shared the projected diagrams of the various rooms, building layouts, and a list of amenities, which include a food pantry, shared kitchen and laundry, shuttle transportation to the other campuses, a study room and more. For rooms with two beds, they may alternate the floors with the type of individual study rooms that are currently on campus. They will determine how they will handle mail service and there will be Amazon lockers.</p> <p>They are receiving feedback from the campuses and will schedule a presentation with Cañada’s ASCC and other groups. She is getting response from students. They presented to the</p>

Chancellor's Council and are requested to provide an update every month.

Comments:

- Mia Berta asked if the housing will close during the summer or if it would be open all year.
  - Marie Mejia said they are still determining the operations of the program, but said if students are taking summer classes, they would be open.
- Mia Berta asked if international students will pay the same rental price.
  - Marie said the Task Force/Chancellor's Cabinet will be considering it.
- Alicia Aguirre is glad that students have access to food pantries and will be able to do light cooking. She is also happy about shuttle transportation to the other colleges in the district. She asked about the reasoning behind having the bigger units upstairs.
  - Marie clarified that one of the three-story building wings features dormitory-style rooms and the other three-story wing features apartments.
- Alicia Aguirre asked how long students can live in student housing. She asked if there are a minimum number of units they must take in order to remain there.
  - Marie said the length of time that students can stay is being considered by the task force.
  - David Eck asked if decisions around the application process and length of stay will be made at the board meetings.
- Marie said there is information in the SB 19 Higher Education Student Housing Grant Program bill language that will guide them in how they operate:  
[https://leginfo.ca.gov/faces/billTextClient.xhtml?bill\\_id=202120220SB169](https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=202120220SB169) In addition to working with the Chancellor's Cabinet and Council, they will work with the college presidents. There will be a representative from each campus and she thinks that will be the College VPSS. Michele Rudovsky in Operations will put together a plan, present it again to all the colleges and then bring it to the board.
- Christopher Wardell asked if there is an estimate on the operational cost to run the facility. He asked if some of the grant money could carry over and be used for operational needs.
  - Marie clarified that the grant from the state is only to be used for construction. Since the housing project is fully-paid, there will not be any debt when the project is completed. Any rent will be used to pay for an additional Public Safety officer, a custodian and utilities. They estimate a savings of around \$200,000 that will be put aside for any future capital improvements to the building. The grant from the state is only to be used for construction.

Marie said the next step is to hire a consultant to manage the process and they will share information with the colleges. She will ask David McLain to create a Q&A link on their webpage, which is: <https://www.smccd.edu/facilities/projects/dw/dwstudenthousing.php>

**Accreditation Update (Karen Engel, Dean of PRIE and Accreditation Liaison Officer)**

Dean Engel said several accreditation processes are underway. The Distance Education Substantive Change application was approved by the ACCJC on March 18. The application and approval letter are posted on the accreditation website at: <https://canadacollege.edu/accreditation/substantivechange.php>

Vice President Prisecar has submitted the College's Annual Fiscal Report and it was accepted by the ACCJC. The College's Annual Report is nearly complete and is due by April 12. They are waiting on data from the Rad Tech program, which has its own accreditation process.

And the ISER standard teams are working to gather evidence and are looking for evidence gaps in preparation for writing the Institutional Self-Evaluation Report. They will report back to PBC on May 1.

<p><b>Report from PBC Task Force Reviewing PBC Bylaws (David Eck and Maria Huning, PBC Co-Chairs)</b></p>	<p>David Eck reported that Rachel Corrales, who was on the PBC Bylaws Task Force, has vacated her PBC position and is no longer a part of the Task Force. David, Maria Huning, Dean Karen Engel and Alicia Aguirre are on the bylaws task force and invited people to join them. They met on April 1 to look at changes in organizational structures and want the bylaws to reflect that PBC is one of two groups that report directly to the College President. Dean Engel said they are doing this because of the addition of the EAPC and its reporting structure.</p> <p>Dean Engel is preparing a survey and will ask the community to see if there are objections to that reporting structure. If people and constituencies have concerns, they can provide that feedback in the survey.</p> <p>David Eck said there is a form for submitting agenda requests to PBC and the bylaws state that it is required. He suggests that the Task Force look at making it more useful since it has not been used.</p> <ul style="list-style-type: none"> <li>RoseMarie Mendoza Morrison said if the form has not been used and there are other ways to send requests, perhaps it should be removed from the bylaws.</li> </ul> <p>PBC members should inform Dean Engel if they want to join the group.</p>
<p><b>STANDING ITEMS</b></p>	
<p><b>Associated Students of Cañada College</b></p>	<p>Mia Berta said the Tech Committee is working on a plan to improve Wi-Fi issues on campus. She is not a part of the Tech Committee but ASCC student reps are so she will have information. Dean Engel said that the committee is conducting a survey to find out more. Once they have the data, Dean Engel asked Mia to report any information she hears from students to PBC.</p>
<p><b>Classified Senate of Cañada College</b></p>	<p>Maria Huning said the Classified Senate is seeking both representative and non-representative classified employees to join the senate. Leadership positions are open this year for Classified Senate Vice President and for Activities Coordinators.</p>
<p><b>Academic Senate of Cañada College</b></p>	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> <li>There are two officer positions open on Cañada’s Academic Senate. The positions are Secretary and Treasurer and Gampi Shankar has sent out information about the openings. The Secretary position does continue to have three units of reassignment, however the Treasure position does not.</li> <li>Area resolutions are happening at the State Academic Senate. The plenary is in April and David will share information on new resolutions when available. If people have strong feelings about the resolutions, they should notify David.</li> <li>During the March 27th Board Meeting, one of the agenda items concerned dual enrollment. During the meeting, one of the Trustees suggested to redirect some faculty to teach dual enrollment classes at high schools if our biggest limitation is availability of teachers. To this, Vice Chancellor McVean said that dual enrollment is only additive rather than replacing any of our offerings. But then when a public member asked if dual enrollment generated any revenue, McVean acknowledged that we use our District budget to fund dual enrollment offerings. Similar to our discussion of how the International Student Fees will be used to fund SB 893, David thinks there is a lack of transparency to say that dual enrollment is only additive. He said we are using District Budget funds to support the effort when that money could be used differently. And this is especially important consideration since the Board of Trustees wants to aggressively expand dual enrollment. He feels we should be open about how some funds for efforts could be potentially used differently rather than obscuring the trade-offs by saying something is only additive when from a budget perspective it is not.</li> </ul>

<b>Planning Council Reports</b>	<p><b>IPC:</b> Diana Tedone-Goldstone reported that the next IPC meeting is Friday, April 5. There will be a course success by modality presentation.</p> <p><b>SSPC:</b> Mayra Arellano reported the following:</p> <ul style="list-style-type: none"> <li>• The SSPC met on Monday, April 1. They continued a discussion about the 2025-26 program review timeline.</li> <li>• Vice President Pérez presented a refresher about Service Area Outcomes (SAOs) and how to follow the College’s antiracist framework when writing SAOs.</li> <li>• There was a presentation by Dean Rana and her teams on the Distance Education Strategic Plan, the Technology Plan and the Professional Development Plan.</li> </ul>
<b>President’s Update</b>	<p>President Lopez said the nominees for Classified Employee of the Year from each of the campuses and the district office were honored at the March 27 Board Meeting. Cañada College honored Nimsi Garcia. John Cuevas was selected as the district’s employee and he will be forwarded to the State Chancellor’s Office, which will make the final selection of the statewide award. President Lopez said it was nice to hear about all the work the nominees have done and their contributions.</p>
<b>Matters of Public Interest and Upcoming Events</b>	<ul style="list-style-type: none"> <li>• Dean Hyla Lacefield announced that the Veterans Resource and Opportunity Center (VROC) will have photo shoots in the Art Gallery (Room 9-152) for their students on April 9.</li> <li>• Dean Lacefield announced that the Interior Design program will hold their first show on April 15.</li> <li>• Nick Carr announced that women’s tennis is playing at home against Chabot on April 4 (weather permitting and at SF City College on Friday, April 5 at 2pm. Men’s baseball is playing at home on April 4 against De Anza College at 2:30pm.</li> <li>• Christopher Wardell said the FAFSA deadline has been extended to May 2 for fall 2024 if students are attending school in California. Students can drop in for financial aid support and he encouraged people to check out the Financial Aid website for information. <ul style="list-style-type: none"> <li>○ Vice President Pérez said that while the deadline has been extended, it still puts a lot of focus on the College’s local Financial Aid teams. Some of the family profiles that are submitted through either the federal or state processes are mixed status with families having one or both parents or guardians in a different residency status from their dependent. The applications will be failed when they are submitted and it will default back to the college or university to resolve locally. The financial aid teams will have to shepherd each individual family through the process.</li> </ul> </li> </ul>
<b>ADJOURNMENT</b>	<p>The meeting was adjourned at 3:12 p.m.</p>
<b>Next Meeting</b>	<p>The next meeting will be held on April 17, 2024.</p>