

**PLANNING AND BUDGETING COUNCIL MEETING
MINUTES**

Wednesday, May 7, 2025

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Alex Claxton, Gampi Shankar, Erik Gaspar, Julian Taylor, Alicia Aguirre, Nick Carr, Ray Lapuz, Karen Engel, Denise Erickson, Chialin Hsieh, Lizette Bricker, Alex Kramer, Kim Lopez, Ludmila Prisecar, Chantal Sosa, Megan Rodriguez Antone, Julian Taylor, Jose Zelaya, Christopher Wardell

Members absent: Mayra Arellano, Kassie Alexander, Alexander Hernandez, Rose Marie Mendoza Morrison, Jacky Ip, Gina Hooper, Graham Sheardown

Guests and others present: Anniqa Rana, Wissem Bennani, Jennifer McGuirre, Kat Sullivan-Torrez, Roslind Young

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	ACTION: A motion to approve the Consent Agenda, including minutes from the April 16, 2025 meeting . Motion passed.
Facilities Master Plan Amendment Update	<p>Maria Mejia, District Director of Capital Projects</p> <p>Facilities Needs</p> <p>2022 FMP identified:</p> <ul style="list-style-type: none"> - B3 Performing Arts Modernization/Replacement - Student Housing - Optimize (Repurpose Underutilized) Classrooms for Campus Needs - Campus Wide Projects: Accessibility, Improve Drop-off, Pedestrian Paths and Wayfinding & Signage <p>Since then:</p> <ul style="list-style-type: none"> - Campus Safety - Pedestrian, Vehicular, Retaining Walls - Bike (and possibly Pedestrian) Trail around Campus - Tennis Courts Replacement & Expand Parking - Address Legacy Buildings such as B17 especially for Technology/Electrical - Address Maintenance Items: HVAC, Lighting, Signage, MPOE Protection from Trees/Roots, etc. - Address Infrastructure Items: Roadways & Parking - Technology Infrastructure Upgrades - <i>Are we missing anything?</i> <p style="text-align: right;">suniya360</p> <hr/> <p>Timeline</p> <ul style="list-style-type: none"> • The team has been given an aggressive timeline to present a draft to the Board by July • May is dedicated to visiting each campus and committee to gather and verify needs • June will focus on creating the draft, with a goal to present to the Board in July

Existing Needs (from the 2022 Master Plan)

- Performing arts modernization
- Student housing
- Repurposing underutilized classrooms (space utilization)
- Campus-wide accessibility improvements (drop-off areas, pedestrian pathways, signage)

Newly Identified Needs

- Campus safety concerns, particularly pedestrian-vehicle conflicts
- Landslide management and retaining walls
- Potential bike and pedestrian trails around campus
- Tennis court replacement
- Expanded parking
- Addressing legacy buildings like B17 (issues with technology and electrical systems)
- Ongoing maintenance items (heating, cooling, infrastructure repair)
- Technology infrastructure upgrades (cabling improvements across all campuses)

Building 3: Modernization vs. Replacement

- Clarification that Building 3 is now proposed as a replacement rather than a modernization
- The state agency requires a full seismic review if renovations exceed 75% of the building’s replacement cost, often increasing costs
- If the renovation reaches this threshold, it is considered more cost-effective to demolish and rebuild the building instead of modernizing it
- The new proposal will not increase square footage but will replace existing usable space (approx. 30,000 sq. ft.), not for campus expansion

Discussion and Feedback

- Concerns were raised about high foot traffic and maintenance issues. Suggested a planned maintenance program due to constant usage.
- Student Housing: Clarification that while funding is not yet secured, each campus will submit housing project proposals to the state. CSM has already secured funding, but Cañada plans to apply for funding next year. It was clarified that housing projects are on the radar, but funding is pending.
- Bike and Pedestrian Safety: Emphasis on the need for a bike path and pedestrian trail for safety, particularly around the health and sports centers. Concerns about speeding vehicles and traffic congestion were highlighted. Bike and pedestrian safety measures in future planning will be prioritized.

Follow-up Items

- Review and finalize the list of identified needs
- Draft a proposal for the Board, including funding exploration strategies

Strategic Enrollment Management Plan – progress and proposed extension
Proposed Action: extend the current SEM Plan to 2028 and align with the new Education Master Plan.

Presenter: Chialin Hsieh, VPI

Extension of Strategic Enrollment Management Plan 2023-2028

Aligning with EMP 2022-2028 to Strengthen Enrollment Outcomes

VPI CHIALIN HSIEH & VPSS LIZETTE BRICKER

5.7.2025 | PBC

5/8/2025

1

Current Progress Overview

Key Achievement (2023-2025):

- 49 Action Steps: 60-80% average completion rate.
- Distribution:
 - 32 Instructional (IPC)
 - 15 Student Services (SSPC)
 - 2 President's Office

SEM Plan Update & Request for Extension

- Current Strategic Enrollment Management (SEM) plan has 49 action steps, with 60-70% completion.
- Action steps are distributed as follows:
 - 32 relate to the instructional area, governed by IPC
 - 15 relate to student services, governed by SSPC
 - 2 under the President's Office
- The request is to extend the SEM plan from 2025 to 2028 to allow sufficient time to complete remaining action steps. Alternatively, the SEM plan could be incorporated into the next SEM cycle
- The extension would align SEM with the 2022-27 EMP for a cohesive institutional strategy
- Extending SEM will ensure alignment with the EMP 2022-2027, fostering consistency across institutional plans.

The Ask—Extending to 2028 or

Rationale:

- Align SEM Plan with EMP 2022-2027 for cohesive institutional strategy.

Revised Timeline:

- **Original:** 2023-2025
- **Proposed:** 2023-2028, or will incorporate into the next EMP

5/8/2025

3

Plan Adjustments & Accountability

Updates for 2025-2028:

- Review and refresh 20% of action steps
- Retire completed steps

Monitoring Framework:

- Progress reviews by IPC/SSPC.
- Semesterly reports to the PBC.

- Progress on the SEM action steps will continue, with updates provided through IPC and SSPC
- Potentially providing reports to PBC each semester to maintain accountability
- There is a need to align plans with Skyline and CSM if the extension is approved

Action Item

Motion to approve the extension of the current SEM Plan to 2028 and align with the new Education Master Plan. Moved by Karen Engel, seconded by Gampi Shankar. Motion passed.

Annual Progress
Report on EMP

Presenter: Karen Engel, Dean of PRIE

[Presentation](#)

Strategic Priorities for 2024-25

Selected by the Leadership Retreat in August, 2024 and approved by PBC on September 4, 2024

<p>GOAL 1: Student Success</p> <p>1.2 Build on the CWA model & create a hub for evening students</p> <p>1.7 Increase degree and certificate programs available in Menlo Park and East Palo Alto</p> <p>1.15 Create and scale a First Year Experience Program</p>	<p>GOAL 2: Equity & Antiracism</p> <p>2.7 Provide comprehensive onboarding for all new employees</p> <p>Transform college participatory governance processes</p> <p>Evaluate academic support programs and practices</p>
<p>GOAL 3: Community Connections</p> <p>Reach new community members in N. Fair Oaks, Belle Haven, and East Palo Alto, especially BIPOC communities</p> <p>Strengthen transfer support services to increase transfers</p> <p>Create and expand career exploration experiences for students</p> <p>Double the number of alumni connected to Cañada's Alumni Organization by 2027</p>	<p>GOAL 4: Infrastructure & Innovation</p> <p>Improve access to campus via public transit, rideshare</p> <p>Build a Childcare Center</p> <p>Update and implement sustainability initiatives</p>

- The annual planning cycle begins with a leadership retreat* in the summer, where priorities for the EMP are set for the year
- This year, several initiatives were chosen, and now it's time to assess how much progress has been made on those initiatives
- Progress updates have been shared throughout the year, and these updates are combined into a document to track progress for the 2024-2025 EMP year
- The document, which includes updated presentations and district sustainability efforts, will serve as the official record of progress

*Leadership Retreat (August 2025)

- The Leadership Retreat is scheduled for August 7, 2025. This retreat will focus on setting priorities for the next year.
- Kim Lopez reminded everyone that all members of PBC are invited to attend, especially those planning to serve next year.
- It was mentioned that next year, priorities may be more focused, potentially selecting fewer initiatives for the year.

Goal 1: Student Access, Success & Completion



Cañada College

EMP 1.2 and 4.3 EVENING UPDATE

EMP FOR THE EVENING

01

EMP 1.2 Prioritize serving part-time, working students by building on the model of College for Working Adults (CWA). Add more degrees and certificates obtainable within 3 years via evening, weekend and online classes, and ensure adequate services are available in the evenings...

EMP 4.3 Create a hub for evening and weekend students to support their social connections, access to nutritional food and beverages, as well as learning support services an (Evening One Stop

02

03



EMP Ensure students (particularly part-time students) experience a sense of belonging and connection to the College that helps them persist and complete

OPERATIONAL OBJECTIVE:
Organize evening and online degree/certificate offerings to ensure completeability; advertise them effectively



04

Educational Master Plan 1.15

Create and scale the First Year Experience program for all incoming students, including default course schedules for some first-time cohorts.

CREW activities and timeline

- Take inventory of current activities – Fall 2024
 - Outline desired FYE elements – Fall 2024
 - Identify gaps and opportunities to further FYE outcomes – Spring 2025
 - Complete Gap analysis and develop FYE expansion plans – Spring 2025
-

Regular and Recurring Activities

- Super Registration events recruitment into programs
- First semester Counseling and SEP by major (program maps)
- Pre-semester orientations, classes, and workshops
- Welcome Week

Pre-semester orientations, classes, and workshops

- Project Change/Foster Youth/Next Up - Case manager collaboration, intake meeting, share resource information, individual introductions, Welcome Day
- NextUp CRER 401 summer before first semester, Welcome/Open House
- Promise – Multi-day orientation (Fall and Spring), Kickoff in Spring for continuing students,
- Dual - On-board, college connection form, orientation, CRER 137 pre-semester course
- Middle College - Parent Orientation, Multi-day orientation for new students
- TRIO – Re-Orientation
- EOPS – Orientation where students see counselor, service form, meet EOPS staff, school supplies & SWAG, pre-advisement evaluation, Welcome/Open House
- International - Orientation, counselor meeting, verify following SEVIS guidelines
- Athletics – Eligibility meetings, COLTs
- Counseling - Connections and introductions to programs and services, CRER 137 and 401
- Interest Areas - IA Kickoff, welcome message, early outreach and appointments, Welcome Week presence
- Concurrent - Needs h.s. Counselor clearance, online orientation (services, access, social connection and that they are college students), include parents in Orientation
- CWA - Orientation/Information session

Identified Gaps

- Opportunities for collaboration and growth, be strategic about resource requests limited by the scope of our own programs
- Summer Bridge and/or First Year Experience collaborations to form community of learners
- Reaching students earlier about technology information & resources that can be accessed through bookstore
- Broader pre-semester CRER 401 offerings for new students
- Interest Areas introduction before semester begins (Colts-Connect)
- Digital/Print handbooks w/ QR codes to direct students to information

Plans for AY 25-26

- Promise CRER 401 the first week of August that ends with a day of resources
- Interest Areas resource request for budget augmentation to expand welcome activities
- First year milestone print/digital material

Goal 2: Equity-minded and Antiracist College Culture



March 5 PBC Meeting Updates

EMP 2.7 Provide Comprehensive On-boarding for All New Employees

Equity Onboarding Initiatives

- District-wide Equity Onboarding for all new employees
- Faculty Equity Onboarding in both fall and spring
- Classified Equity Onboarding completed this academic year





EMP 2.14 Update

Planning & Budgeting Council

February 19, 2025

Prepared by the Office Planning, Research & Institutional Effectiveness (PRIE)

Educational Master Plan Strategic Initiative 2.14: Update

2.14 -- Regularly evaluate all academic support programs and practices to ensure they are effective in closing equity gaps in access, student success and completion. These include but are not limited to: Interest Area Success Teams, the Learning Center, Tutoring (online and in person), the Writing Center, and Peer Mentoring, Library, Math, Word and all other JAMS.

Academic support programs and practices

- Interest Area Success Teams
- The Learning Center
- Tutoring (online and in person)
- The Writing Center
- Peer Mentoring
- Library, Math, Word and all other JAMS
- Other academic support programs

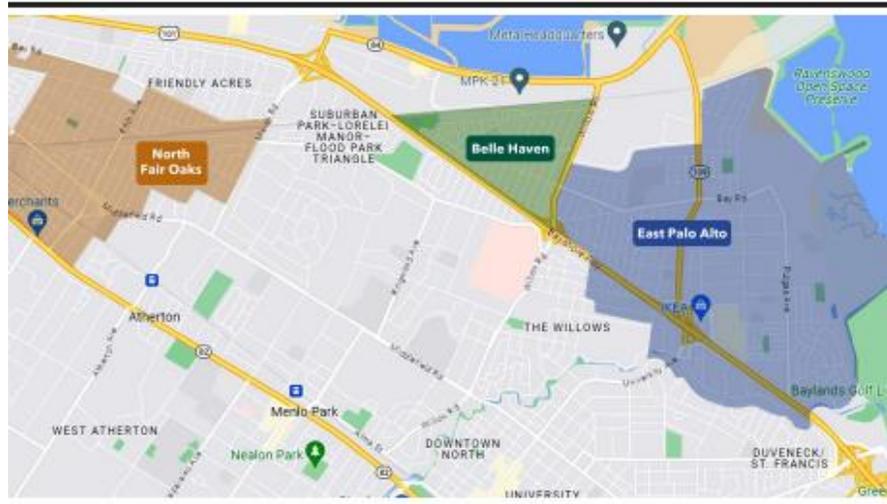
Interest Area Success Teams

Success Teams monitor which program every student is in and how far along the student is toward completing the program requirements. Counselors, Retention Specialists and students are alerted when students are at risk of falling off their program plans and have policies and supports in place to intervene in ways that help students get back on track.

Goal 3: College Connections



EMP 3.2 Community Listening Sessions



NFO Listening Session, April 30, 2024

Educational Master Plan 3.2

Transform where we share what Cañada has to offer by identifying and reaching new outreach audiences that help strengthen our ties to BIPOC communities (particularly those communities our recruitment maps indicate might be underserved, such as North Fair Oaks, Belle Haven, and East Palo Alto). Recruit more BIPOC students, including more students who identify as Black / African American.



Educational Master Plan 3.11

Create and expand career exploration experiences (such as work-based learning, internships, and job shadow opportunities) for students during their time at Cañada, particularly during their First Year (in each Interest Area), as they choose a program of study and refine their education goals. Close racial equity gaps in access to career development and job placement opportunities.

Reimagining Career Workgroup (23-24)

- Made recommendations to PBC in [December of 2023](#)
 - Interest Areas are the focal point for career exploration and work-based learning

Students have experienced several forms of work-based learning

- Speakers who are knowledgeable about working in the field(s) in which students have interest
- Employer site visits/industry tours
- Field-based research experience
- Service learning and/or volunteer opportunities
- Job shadows
- Internships (paid and unpaid)
- Summer jobs (paid and unpaid)
- Paid on-campus work related to their field of study (perhaps via the Learning Aligned Employment Program (LAEP))
- Cooperative Education (Co-op Ed)
- Pre-apprenticeship and apprenticeship
- Job placement assistance (Career Fairs as well as other opportunities to connect to employers)

Employer site visits/industry tours & Job shadows

- SJSU Conference for Engineering Diversity
 - Various workshops with industry members discussing how to break into industry.
 - Discussions on how industry is changing, LinkedIn presentation, career development.
- Brunch w/Biotech - Mission College (7 Students)
 - Industry members did a round robin at the tables and talked with the students about professional development, personal experience and internships
- Genetech Tour (12 Students)
 - General presentation about Genetech, site/lab tours



EMP 3.12 Update: Double the Number of Alumni Connected to Cañada's Alumni Organization by 2027

Presented By:
Megan Rodriguez Antone
Director of Community Relations & Marketing

Goal 2: Community Connections

Expand Alumni Connections

Strengthen the emerging Cañada College alumni organization by **doubling the number of alumni** connected to it **by 2027**. (3.12)

- Build alumni intake form to identify interest of support, including:
 - ✓ College Events and Updates
 - ✓ Career Services and/or Mentorship Opportunities
 - ✓ Networking



What's Been Done

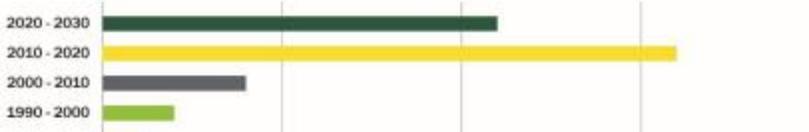
- Collaborated with Foundation, CSM and Skyline to create one SMCCCD alumni intake form
- Form launched January 2025. Promoted through employee email, social media handles (including boosted LinkedIn post) and tailored messaging to programs who have alumni database
- April: Will include alumni form in Class of 2025 grad message



Preliminary Data

25 form submissions (as of 2/4)

What Year(s) Did You Attend?



Goal 4: Accessible Infrastructure and Innovation



SparkPoint

EMP 4.1 Improve access to campus via public transit

February 19, 2025
Planning and Budget Council



Way2Go Pass

SamTrans - Currently Offered

The poster details the 'Way to Go Pass & Campus Dining Card' application process. It lists benefits for the Way to Go Pass, such as unlimited SamTrans rides and a link to the Clipper Card. It also lists benefits for the Campus Dining Card, including a \$100 monthly food card and eligibility for use at various campus dining locations. A QR code and 'Apply today' button are also visible.

- **Unlimited - Time bound**
 - SamTrans only
 - Expires July 31, 2025
- **Eligibility**
 - SMCCD student - enrolled >1 unit
- **Districtwide**
- **277/558 (50%) Interest**
 - Campus Dining Card submissions
 - 5000!



Highway 101 Express Lanes

Community Transportation Benefits - Planning Stages

The poster titled 'ENROLL TODAY!' provides information for enrolling in the Highway 101 Express Lanes program. It features a graphic of a toll transponder and lists eligibility criteria: being 18 years old or older and a San Mateo County resident with an income less than \$82,260. It also mentions a \$200 credit for the program.

- **\$200 Credit - Dollar bound**
 - Clipper Card - SamTrans or BART
 - Toll Transponder
- **Eligibility**
 - 18 years old +
 - San Mateo County Resident
 - Income < \$82,260
- **Districtwide**



Sustainability at SMCCCD

Spring 2025



District Sustainability Team

Michele Rudovsky
Chief Facilities and Operations Officer

Jessica Ho
Utility and Sustainability Coordinator

Annalise Eder
Utility and Sustainability Specialist

Molly Munson
Zero Waste Fellow



Sustainability Programs

-  Built Environment
-  Campus Engagement
-  Curriculum Integration
-  Global Climate Action
-  Sustainable Procurement
-  Transportation
-  Water Systems
-  Zero Net Energy
-  Zero Waste



Program Highlights and Updates

[Presentation](#)

DISTANCE EDUCATION & TECHNOLOGY PLAN UPDATES

Planning and Budget Committee Meeting
May 2025

Canada College

OUTLINE

- 01 DE Plan (2024-2027)**
 - Key Milestones
 - Accomplishments
 - Upcoming Priorities
- 02 Tech Plan (2024-2027)**
 - Key Milestones
 - Accomplishments
 - Upcoming Priorities
- 03 Open Discussion**

Elaborate on what you want to discuss.

Distance Education Plan Progress

- The team has focused on reducing committee meeting times by making DE and Technology committee meetings back-to-back, which has been positively received
- There's been collaboration with other teams like OER and ZTC to ensure alignment with technology and teaching strategies
- The push for regular substantive interaction (RSI) in distance education has gained momentum, with faculty receiving invitations for support and planning a summer retreat
- The team will conduct an RSI audit over the summer and focus on improving accessibility and addressing disproportionate impact on students, including those with disabilities

Technology Plan Highlights

- The process was finalized, clarifying it for faculty and staff how to access technology support and equipment
- The Learning Center has increased laptop availability, with 100 new laptops, including high-performance models for programs like Interior Design and Digital Art
- The technology onboarding process for students is being reviewed, particularly with respect to the use of AI and adaptive technologies
- A new initiative is being developed to support tech champions across campus to provide ongoing assistance with tech-related needs

DISTANCE EDUCATION PLAN

Explore duplicate committee work

Provide studio space

CVC-OEI Home and Teaching College (District)

Collaborate with other teams

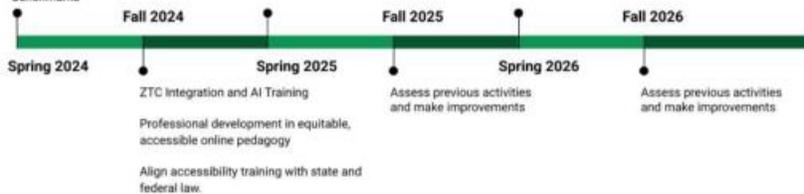
Review and refine student training

Analyze data and create benchmarks

Collaborate with District DEAC to identify professional development opportunities as new technologies emerge

Continue with previous initiatives

Assess previous activities and make improvements



[Distance Education Plan 2024-2027](#)

DE MILESTONES



DE ACCOMPLISHMENTS

Faculty Development Milestones

- Increased participation in Regular Substantive Interaction training
- Peer-reviewed online course enhancements

Equity & Innovation

- Culturally responsive online teaching practices

Institutional Alignment

- Embedded DE into Program Review & PD Planning



NEXT STEPS

- Complete full RSI audit and reporting structure
- Expand DE Coordinator Office Hours
- Launch student feedback loop for online instruction
- Develop Canvas course shell templates for new faculty

TECHNOLOGY MILESTONES

Campus Refresh Process

- Updated labs and instructional equipment
- Improved inventory and lifecycle management

Communication Improvements

- Targeted outreach to students, faculty, and staff
- Streamlined support documentation and help desk guides

Professional Development Plan Updates	<p>Presenter: Anniqua Rana, Dean of ASLT</p> <p>Updates</p> <ul style="list-style-type: none"> • The update was given on the Professional Development Plan, which was first introduced in April 2024 • The plan involves a large group of contributors, including the Professional Development Planning Committee and various faculty and staff • The main focus for this year has been on equity-centered professional development, aligning efforts with college goals such as EMP and Strategic Enrollment • Future Flex Days will continue to focus on equity, and new efforts are being made to integrate professional development activities into employees' workspaces, making it easier to participate without extra time commitment • Classified staff are encouraged to attend April and October Flex Days, as these are specially curated for their needs • Collaboration with the Business Office is ongoing to address processes around classified responsibilities • A consultant will be hired to help streamline classified processes • The leadership team recently participated in Leading from the Middle, where they focused on creating an equity-driven professional development framework for all areas. Similar activities will be brought to divisions, with a focus on embedding equity into everyday work environments. <p>Progress</p> <ul style="list-style-type: none"> • Surveys conducted in 2023 identified gaps in classified professional development and a need for a clear assessment process • Efforts have been made to refine the professional development offerings, including Flex Days that have an equity focus • Communication gaps have been identified and efforts to streamline these processes are underway • Regular Substantive Interaction in Distance Education (DE) has been emphasized as part of professional development.
Participatory Governance Evaluation Survey	Attendees were encouraged to complete the Participatory Governance Survey . The feedback will help evaluate and improve governance processes.
STANDING ITEMS	
Associated Students	No updates
Classified Senate	<p>Alex Claxton, Classified Senate President</p> <ul style="list-style-type: none"> • The next Classified Senate President will be Maria Huning, and the Vice President will be Roz Young. They will take office around June/July • Currently, 1 out of 13 committee positions have been filled • The Senate encourages managers to support classified staff participation in committees to ensure classified voices are heard • Filling these positions is important for maintaining participatory governance

Academic Senate	<p>Gampi Shankar, Academic Senate President</p> <ul style="list-style-type: none"> • The last meeting of the year will be held tomorrow. It will include President and Vice President elections and a packed agenda • Key topics include new policies for summer and fall, particularly regarding class cancellations • The End-of-Year celebration will be at Cañada Vista Clubhouse on Thursday, May 15, 12:00 - 1:30 pm. Awards will be presented and faculty are encouraged to attend • Faculty are encouraged to sign up for commencement on May 24 • Faculty are especially needed to serve as Marshals and leaders, not just as attendees.
Planning Council Reports	<p>IPC Update – Chialin Hsieh, VPI</p> <ul style="list-style-type: none"> • David Eck was selected to continue as IPC Co-Chair for the next 2 years • Feedback was gathered from IPC members regarding the Facilities Master plan • 7 action steps were updated as part of the SEM (Strategic Enrollment Management) review. A presentation was made on aligning FTEF (Full-Time Equivalent Faculty) allocation with student success and institutional priorities • The information was shared with Deans and IPC members <p>SSPC Update – Wissem Bennani, Dean of Enrollment Services</p> <ul style="list-style-type: none"> • Special presentation about Professional Development was presented by Anniqua Rana • A training session on “Time, place, manner” was provided by Lizette Bricker • CPA Plan and Feedback was presented by Michiko and Kiran • Transfer Plan Update was provided by Max, Mary, and Gonzalo <p>EAPC Update – Karen Engel, Dean of PRIE</p> <ul style="list-style-type: none"> • The EAPC provided an update on the progress made with the current Student Equity and Achievement Plan as it concludes its 3-year cycle • Work has begun on developing the next 3-year Student Equity Plan • The EAPC Tri-chairs will present the identified disproportionately impacted student populations across 5-6 key metrics at the next meeting • The EAPC is in the process of gathering input and developing strategies to address these populations in the next plan
President’s Update	<p>Kim Lopez, Cañada College President</p> <p>No updates</p>
Matters of Public Interest and Upcoming Events	<p>Ray Lapuz shared the following updates</p> <ul style="list-style-type: none"> • ANAPI Graduation will be held on Tuesday, May 13, 5 pm in the Theater. The Star Program will be recognized by the Mayor of Redwood City • Seniors from local high schools Woodside and Sequoia will be celebrated. The Principal of Woodside and the Instructional Vice Principal of Sequoia will speak and help present their students. • Link to the campus events

	<p>Kat Sullivan-Torrez shared the following updates</p> <ul style="list-style-type: none">• Dance Division Performance will be held on Friday evening, 7:30 pm - 9:30 pm. A variety of dance styles including Mexican folk, Cuban salsa, Argentinian tango, hip hop, jazz, ballet, and more. Everyone is encouraged to come and celebrate the end of the semester.
ADJOURNMENT	The meeting adjourned at 3:40 PM
Next Meeting	The next meeting will be held on May 21, 2025