

**PLANNING AND BUDGETING COUNCIL MEETING
MINUTES**

Wednesday, September 17, 2025

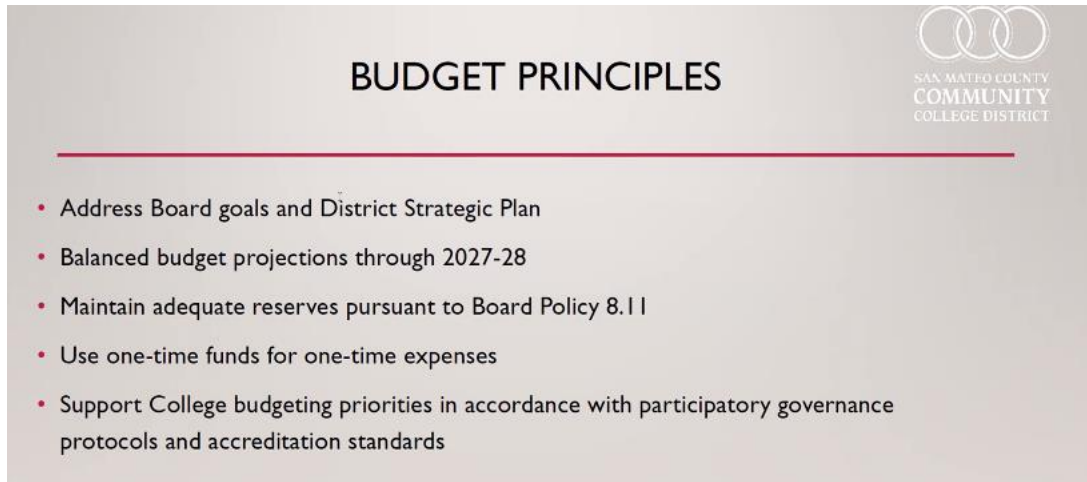
In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Gampi Shankar, Maria Huning, Lisa Palmer, Olivia Cortez-Figueroa, Julian Taylor, Nick Carr, Alicia Aguirre, Julie Luu, Denise Erickson, Andric Slede, Shanda DeRosans, Roz Young, Rose Marie Mendoza Morrison, Christopher Wardell, Julian Taylor, Julie Luu, Alex Kramer, Karen Engel, Megan Rodriguez Antone, Chialin Hsieh, Lizette Bricker, Ludmila Prisecar, Kim Lopez

Members absent: Chantal Sosa, Jose Zelaya

Guests and others present: Peter Fitzsimmons, Kat Sullivan-Torrez, Brianna Chavez

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	ACTION: A motion to approve the Consent Agenda, including minutes from the September 3, 2025 meeting. Moved by Lisa Palmer, seconded by Gampi Shankar. Motion passed.
2025-2026 Adopted District Fiscal Year Budget	<p>Presenter: Peter Fitzsimmons, Chief Financial Officer, District Office</p> <ul style="list-style-type: none"> • HSI grants have a budget of \$2 million for the 2025-2026 period. The funding may be at risk • The organization has about 11 staff members whose positions are tied to these funds, and efforts will be made to shift funding to preserve these roles • If necessary, funds will be redirected from unrestricted general funds <p>Adopted budget book 2025-26</p> <div data-bbox="373 1234 1453 1713">  <p>BUDGET PRINCIPLES</p> <ul style="list-style-type: none"> • Address Board goals and District Strategic Plan • Balanced budget projections through 2027-28 • Maintain adequate reserves pursuant to Board Policy 8.11 • Use one-time funds for one-time expenses • Support College budgeting priorities in accordance with participatory governance protocols and accreditation standards </div>

STATE BUDGET



Ongoing:

- \$393.58 million increase to provide a 2.30% COLA to the SCFF
- \$139.98 million increase to provide for 2.35% enrollment growth to the SCFF
- \$26.75 million increase to provide a 2.30% COLA to various categorical programs
- \$10 million increase to expand the Rising Scholars Network
- \$5 million increase to expand credit-for-prior learning
- \$3.31 million increase for financial aid administration
- \$1.08 million decrease to equal opportunity programs and lease revenue debt service

STATE BUDGET



One-Time:

- \$60 million to support Student Support Block Grant
- \$25 million to support Career Passports Initiative
- \$20 million for emergency financial aid
- \$15 million for dreamer resource liaisons
- \$15 million to expand credit-for-prior learning
- \$12 million to support the Systemwide Common Data Platform

STATE BUDGET



One-Time:

- \$10 million for the California Healthy School Food Program
- \$10 million for EMT and Paramedic Pre-Apprenticeship Training Academies
- \$6.33 million for prior years apprenticeship reimbursements
- \$5.1 million for financial aid community outreach
- \$5 million for workforce recovery career education in the Los Angeles region
- \$.13 million for the fire academy tower at Santa Rosa Junior College

ADOPTED BUDGET ASSUMPTIONS



- Property tax increase: 4.80%
- Enrollment:
 - Resident FTES 15,483
 - Out-of-State FTES 664
 - Apprenticeship FTES 88
 - International FTES 555
- Student Enrollment Fees:
 - Resident Tuition: \$46/unit – no increase
 - Non-resident Tuition: \$368/unit
- Proposition 55 (EPA): \$100/FTES (prior three year average)
- Lottery: \$190/FTES
- Mandated Cost Block Grant: \$36.46/FTES
- Inflation: 3.09% based on CA CPI

2025-26 COMMUNITY PRIORITIES



- SB893 Free College Initiative (\$15.34 million)
 - \$12.24 million in ongoing funds to cover fees and the 3 “T’s”
 - \$2 million to offset impact of Health Fee and Parking Fee waiver
 - \$1.1 million one-time carryover from one-time allocation of \$6.75 million in 2021-22 for Free College Infrastructure (i.e., expansion of OER ZTC, Dual Enrollment, and PSP supports)
- Promise Scholars Program (\$2.4 million)
 - Foundation \$400k
 - Housing Fund \$300k
 - State Resources (AB19) \$1.7 million

2025-26 COMMUNITY PRIORITIES



- District Student Housing @ the College of San Mateo (\$75.9 million)
 - \$55.9 million - State
 - \$20 million - District
 - \$10 million in 2021-22
 - \$10 million in 2024-25
- Basic Needs (\$3.9 million)
 - \$2.8 million - State (2025-26 + unspent carryover)
 - \$1 million – District (Food Insecurity Initiative)
 - \$105k – State Restricted Lottery Funds (Housing Insecurity Initiative)
- Cañada College Child Development Center (\$14.6 million)
 - \$11.6 million in 2023-24 - College
 - \$3 million in 2024-25 - District

2025-26 COMMUNITY PRIORITIES



- Self-Funded Capital Improvement Program
 - Short-Term (\$55.8 million)
 - Bridge Fund
 - Mid-Term (\$TBD)
 - Continued exploration of private financing for specific projects
 - Possible future general obligation bond authorization
 - Long-Term (\$15.85 million)
 - \$5.3 million in 2024-25
 - \$.55 million via 2024-25 year-end close activities
 - \$10 million in 2025-26 via retroactive retiree benefit reimbursements
 - Future investments based upon subsequent year-end close activities and redirection of retiree benefit payroll assessment

50% LAW - CONTINUED COMMITMENT



- District continues to be committed towards compliance:
 - In 2020-21, the District allocated \$700,000 to convert part-time faculty to full-time faculty and an additional \$600,000 to increase part-time faculty parity for a total of \$1.3 million.
 - In 2021-22, the District allocated \$1.5 million to increase part-time faculty parity.
 - In 2021-22, the State provided \$1.5 million to increase the number of full-time faculty.
 - The District has defined part-time faculty parity as 85% of full-time regular compensation and is committed to achieving this goal over time as demonstrated by larger COLAs to instructional adjunct faculty.
 - According to negotiated agreement, the District has placed instructional adjunct faculty on a schedule that includes the same number of columns and steps that appear on salary schedule for full-time faculty.
 - The District has reduced administrative overhead (e.g., reduced the number of vice chancellors).
 - The District has developed a multi-year compliance plan.
- Unaudited 2024-25 results = 41.67%, which is an increase from the 2023-24 audited results of 41.10%, which is the second consecutive annual increase from a low of 40.47% in 2022-23.

FON 75/25 GOAL



- Fall 2024 FON
 - Faculty Obligation per State = 210.7
 - Total FTEF = 365.4
 - Over FON = 154.7
 - Fourth highest in the State
- Fall 2024 75/25 Goal
 - SMCCCD = 65%
 - Tied for fourteenth highest in the State
 - Three districts at or above 75%
- Fall 2025 Results due by November 1, 2025

PERS AND STRS RATES IMPACT ON SMCCCD



UNRESTRICTED GENERAL FUND REVENUE



	Adopted 2024-25	Tentative 2025-26	Adopted 2025-26	Variance between 2025-26 Adopted and Tentative
Property Taxes	208,943,633	215,861,756	215,369,970	(491,786)
RDA Funds	20,540,166	21,267,965	21,161,104	(106,861)
Student Fees	10,941,060	12,650,496	12,025,482	(625,014)
Nonres. Tuition (int'l and out-of-state)	8,663,828	8,218,791	7,946,215	(272,576)
STRS on Behalf	5,065,596	5,065,596	5,568,152	502,556
Other Rev/Tsfrs	19,016,670	16,317,706	16,011,180	(306,526)
Total	273,170,954	279,382,310	278,082,104	(1,300,206)

UNRESTRICTED GENERAL FUND EXPENSE

(EXCLUDES CARRYOVERS FROM PRIOR YEAR)



	Adopted 2024-25	Tentative 2025-26	Adopted 2025-26	Variance between 2025-26 Adopted and Tentative
Site Allocations	197,431,239	211,849,929	209,094,852	(2,755,077)
STRS on Behalf	5,065,596	5,065,596	5,568,152	502,556
Utilities	9,066,060	9,194,160	9,211,288	17,128
Districtwide Technology	5,815,030	8,099,381	8,007,645	(91,736)
Salary Commitments/Office Hours/PT Medical	18,641,523	11,233,624	12,134,628	901,004
Strategic Initiatives (Community Priorities)	13,242,839	14,524,158	14,240,583	(283,575)
Insurance	4,436,348	4,809,960	4,712,714	(97,246)
Other	19,472,319	14,605,504	15,112,242	506,738
Total	273,170,954	279,382,312	278,082,104	(1,300,208)

RETIREMENT TRUST FUND - OPEB



Change in Portfolio	
Portfolio Value 06-30-2024	150,260,005
Change in Market Value	9,476,173
Income received	6,656,572
Withdrawals	¹ (4,333,927)
Portfolio Fees	(559,893)
Portfolio Value 6-30-2025	161,498,929
Net OPEB Liability 6-30-2025	142,211,963
(Under)/Over Funded	19,286,966
	113.56%

LOOKING AHEAD



• 2026-27, 2027-28, and 2028-29 Considerations:

- Property tax receipts
- Enrollment
- Labor negotiations
- Insurance premiums
- Utility costs
- Initiative expansion / addition
- Inflation / tariffs

SUMMARY



- 2025-26 Budget is balanced
- Budget is guided by the District's mission
- Provides resources for:
 - Students
 - Employees
 - Community
- The reserve is in compliance with board policy
- Resources are provided for community priorities
- 2025-26 Adoption Budget is ready for adoption (no pun intended)

Gampi Shankar posed a question regarding the memo that was circulated to the team regarding potential exposure or fallback related to Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI) grants.

Peter Fitzsimmons responded that the organization is committed to maintaining the program and will explore shifting funding from unrestricted funds, likely drawing from the general fund if necessary.

PBC Member
Roles

Presenters: Gampi Shankar and Maria Huning PBC Co-Chairs

The PBC Co-Chairs reminded members of the importance of division representatives communicating with their constituencies regarding ongoing discussions and upcoming decisions at PBC. PBC members who represent a Division or Senate should be sure to consult those they

	<p>represent, particularly with respect to action items. Per the PBC bylaws:</p> <ul style="list-style-type: none"> • Members will commit to attend and prepare for Planning & Budget Council (PBC) meetings • Members will notify co-chairs if unable to attend scheduled meetings • Meetings will start on time • Members will provide information to and solicit feedback from constituent groups in time to inform PBC discussions and recommendations <p>Updates on appointments:</p> <ul style="list-style-type: none"> • Alicia Aguirre for Humanities and Social Sciences • Nick Carr for Kinesiology Athletics Dance Faculty Representative (likely a term renewal) • Vacancies noted for Classified Representative, Business Design Workforce, and EAPC representatives • Olivia Cortez-Figueroa confirmed as SSPC Representative
<p>Participatory Governance Council and Committee Proposed Meeting Minutes Template</p>	<p>Karen Engel, Dean of Planning, Research and Institutional Effectiveness, Accreditation Liaison Officer Council/Committee Meeting Minutes Template</p> <div data-bbox="696 850 961 961" data-label="Image"> </div> <p style="text-align: center;">TEMPLATE Council/Committee Meeting Minutes</p> <p style="text-align: center;">Please PDF minutes once final and post to appropriate webpage for public information and archival purposes</p> <div data-bbox="415 1136 1190 1392" data-label="Complex-Block" style="border: 1px solid black; padding: 10px;"> <p>Important tips</p> <ul style="list-style-type: none"> • Be Concise: Focus on capturing key decisions, actions, and the rationale behind them, avoiding verbatim transcripts or unnecessary details. • Maintain Objectivity: Use neutral language, avoiding personal opinions, biases, or judgments. • Clarify When Necessary: Don't hesitate to ask for clarification if something is unclear during the meeting to ensure accuracy. • Proofread and Edit: Carefully review and edit the minutes for clarity, consistency, grammar, and spelling before distributing them. • Ensure Accessibility: Distribute the minutes promptly to all relevant parties (including those absent) and store them in an easily accessible location for future reference </div> <p>I. Meeting Details</p> <ul style="list-style-type: none"> • Committee/Council Name: [Insert name of committee/council] • Date: [Insert date of meeting] • Time: [Insert time meeting was called to order and adjourned] • Location: [Insert location of meeting (e.g., specific room, building, virtual platform)] • Chair/Facilitator: [Insert name and title of the meeting chair/facilitator] • Minute Taker: [Insert name and title of the person taking minutes] <p>II. Attendees</p> <ul style="list-style-type: none"> • Members Present: [List the names of all committee/council members present, including any guest speakers or observers] • Members Absent: [List the names of any members not present (e.g., "Regrets")] • Quorum: [Indicate whether a quorum was present, according to committee/council bylaws or established procedures] <p>III. Meeting Proceedings</p> <p>A. Call to Order</p> <ul style="list-style-type: none"> • Welcome and Introductions (if applicable) • If students are participating, please make a point of clarifying any acronyms or jargon used during the meeting

	<p>B. Approval of Agenda</p> <ul style="list-style-type: none"> • [Indicate whether the agenda was approved, or if modifications were made. If modifications were made, list them briefly] <p>C. Approval of Previous Minutes</p> <ul style="list-style-type: none"> • Minutes from the [Previous Meeting Date] meeting were reviewed and [approved, approved with amendments, etc.]. • If amendments were made, list them and the reason(s) for the amendment(s). <p>D. Action Items (Refer to Agenda for Order)</p> <ul style="list-style-type: none"> • Agenda Item Title: [Insert title of the agenda item] <ul style="list-style-type: none"> ◦ Summary of Discussion: [Provide a concise, objective summary of the key discussion points, including supporting data or documents presented, and questions or concerns raised] ◦ Actions Taken/Decisions Made: [Clearly state any actions or decisions made regarding this item, including the exact wording of motions passed, the proposer, seconder, and voting outcomes (if applicable)] ◦ Rationale: [Briefly explain the rationale behind any significant decisions] ◦ Relevant Documents: [Mention any reports, presentations, or other documents discussed or referenced, noting where they can be found or attached] • Repeat the above section for each action item on the agenda. <p>E. Information Items (Refer to Agenda for Order)</p> <ul style="list-style-type: none"> • Agenda Item Title: [Insert title of the agenda item] <ul style="list-style-type: none"> ◦ Summary of Information Presented: [Provide a brief summary of the information shared. Information items may not lead to Council/Committee action] • Repeat the above section for each information item on the agenda. <p>H. Announcements (if applicable)</p> <ul style="list-style-type: none"> • [Record any important announcements made during the meeting] <p>IV. Next Meeting Details</p> <ul style="list-style-type: none"> • Date: [Insert date of the next meeting] • Time: [Insert time of the next meeting] • Location: [Insert location of the next meeting] • Proposed Agenda Items: [List any items suggested for discussion at the next meeting] <p>The members discussed the need for a standardized meeting minutes template to ensure consistency across different groups.</p> <ul style="list-style-type: none"> • A proposal was made to create a simple template with key bullet points to streamline minute-taking • Some meetings, like the Academic Senate and those governed by the Brown Act, have specific requirements, so the template cannot be fully universal • The goal is to offer a guideline template with examples of best practices for reference, keeping flexibility for groups to adjust as needed. • PBC members were asked to check with their constituency groups about this draft template and come prepared to vote on it at the next meeting.
Participatory Governance Manual Updates – first read	<p>Presenters: Gampi Shankar and Maria Huning PBC Co-Chairs</p> <ul style="list-style-type: none"> • A first read of proposed updates to sections of the online Participatory Governance Manual was introduced. The Manual is now fully virtual and has not been thoroughly reviewed in years. • Gampi and Maria worked with Dean Engel on proposed changes to the decision-making process philosophy, moving equity considerations higher on the list. • An addition was proposed to emphasize transparency in decision-making, ensuring data and facts are openly discussed • Updates were made to how meeting minutes and dialogues are documented, focusing on capturing the substance and spirit of discussions. PBC guidelines for note-taking were referenced, and these updates will be linked on the website once approved

	<ul style="list-style-type: none"> • The process for externally funded positions was discussed. Only externally funded (grant-based) positions will be included in the updated manual, as full-time temporary positions are no longer processed in the same way • Once positions are approved by Cabinet, the President will make the final decision, and the PBC will be informed • Discussion included concerns about grant-funded positions being institutionalized and transitioning to permanent roles without following proper processes • The process for justifying new positions, especially with Fund 1 money, was highlighted. The Board of Trustees has raised concerns about the growth of positions at the institution in relation to declining enrollments. It was emphasized that the college needs to make a strong case for new positions • Gampi is proposing adding mention of the 75% full time faculty guidance from the State to the bottom of the “New Position Request” chapter of the Manual – as something the Academic Senate considers when reviewing proposals for new faculty positions - given the importance of aligning new faculty proposals with this ratio.
STANDING ITEMS	
Associated Students	<p>Andric Slede</p> <p>No updates</p>
Classified Senate	<p>Maria Huning</p> <ul style="list-style-type: none"> • Classified Senate had their first meeting. Further updates will be shared soon
Academic Senate	<p>Gampi Shankar</p> <ul style="list-style-type: none"> • Ethnic Studies being approved but missed inclusion on this meeting's agenda. Will be formally brought to the next meeting
Planning Council Reports	<p>IPC – Lisa Palmer</p> <ul style="list-style-type: none"> • Bylaws and goals review • Enrollment report was presented by John, was well received • Next meeting – October 1 <p>SSPC – Olivia Cortez-Figueroa</p> <ul style="list-style-type: none"> • Karen Engel presented on program review, equity data, and leadership in student services • Highlighted goals for Educational Master Plan (EMP) 25-26 were discussed • Field Trip Funding: ProCard use for field trips raised many questions; the item is tabled for further discussion <p>EAPC – Christopher Wardell</p> <ul style="list-style-type: none"> • Working on drafting an update a new student equity and achievement plan, first draft will be at the next meeting

President's Update	<p>President Kim Lopez</p> <ul style="list-style-type: none"> Hispanic Serving Institution (HSI) program/grant will be terminated, can ask for permission to do a carry-over Positions that are funded by the program; will require to identify appropriate grants Will look at priorities and fundings Student Equity and Achievement Plan (SEAP) due to the state by end of November Institutional Self-Evaluation Report (ISER) is posted online; final version due in December. Both plans to be reviewed by PBC in October and submitted to the Board by Nov 19 President Lopez will be off-campus next week chairing an ACCJC accreditation site visit in Kauai. VPI Chialin Hsieh will serve as Acting President during this period.
Matters of Public Interest and Upcoming Events	<p>WebSmart 9 Updates</p> <ul style="list-style-type: none"> Launch begins October 27 Spring 2026 registration opens November 12 Faculty encouraged to attend demos and training sessions to address past challenges with the platform <p>Athletics Updates</p> <ul style="list-style-type: none"> Both the men's and women's soccer teams are coming off victories. The women defeated American River last Friday (3-0), while the men triumphed over Cosumnes River yesterday (2-1) Currently, the men's team is ranked #15 in the state according to the coaches' poll and 3rd in the state based on power points. The women's team is ranked 21st in the coaches' poll and 10th in the power points ranking The women will be here against Modesto on Friday at 5 PM. The men will next play at Merritt on Tuesday, the 23rd <p>National Financial Aid Day</p> <ul style="list-style-type: none"> Wednesday, October 15, 11 AM – 2 PM Activities, games, giveaways - “Fun with FAFSA.” <p>Latinx Heritage Month</p> <ul style="list-style-type: none"> Daily events on the Quad and Cultural Center throughout the month. Today's event: Piñata-making workshop — large turnout required expanded space. Ongoing celebration includes traditional dance, music, and art. Events calendar
ADJOURNMENT	The meeting adjourned at 3:42 PM
Next Meeting	The next meeting will be held October 1, 2025