



PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, November 5, 2025

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Maria Huning, Lisa Palmer, Olivia Cortez-Figueroa, Nick Carr, Alicia Aguirre, Kassie Alexander, Rosie Mendoza Morrison, Julie Luu, Denise Erickson, Jose Zelaya, Christopher Wardell, Ziara Matthews, Shanda DeRosans, Roz Young, Julian Taylor, Alex Kramer, Karen Engel, Megan Rodriguez-Antone, Chialin Hsieh, Lizette Bricker, Ludmila Prisecar, Kim Lopez

Members absent: Gampi Shankar, Chantal Sosa

Guests and others present: Ameer Thompson, Brianna Chavez, Wissem Bennani, Jasmine Jaciw, Michiko Kealoha, Kiran Malavade, Alex Claxton

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	<p>The PBC consent agenda including the minutes from the October 15, 2025 meeting and the Board-approved staffing update from October 15, 2025 were presented.</p> <p>Motion: A motion to approve the Consent Agenda was made by Chialin Hsieh and seconded by Alex Kramer</p> <p>Discussion:</p> <ul style="list-style-type: none"> Christopher Wardell raised concern that Mario Acuña's transfer to College of San Mateo had not appeared in the board report. Kim Lopez clarified that the Cultural Center PSC position had been funded through DHSI, which terminated, meaning the role would need to go through the resource request process for permanent approval. It was explained that this was a managed hire transfer, not a detail transfer, and it is possible that this may appear on a future board agenda. <p>Abstentions: one committee member abstained</p> <p>Approval: all other present members voted in favor of the motion; motion passed</p>
Final Approval of the Institutional Self Evaluation Report for ACCJC Presenter: Karen Engel, Dean of PRIE and Accreditation Liaison Officer	<p>Maria Huning introduced Karen Engel to present the final approval of the Institutional Self-Evaluation Report (ISER) for the ACCJC. It was explained that the updated ISER was available online and that the document was on a strict timeline—set for Board of Trustees' approval on November 19 and submission to the ACCJC by December 5. Karen thanked contributors, highlighting the Student Senate's addition of four student quotes and the careful review by ASCC President Will Tseng and Classified Senate President Maria Huning.</p> <p>Motion: A motion to approve the ISER was made by Lisa Palmer and seconded by Chialin Hsieh.</p>

	<p>Discussion:</p> <ul style="list-style-type: none"> • Maria Huning expressed excitement about rereading the ISER, appreciated the inclusion of student voices, and praised the addition of visually clear charts and graphics in the report. • Kim Lopez accepted the recommendation to take the ISER forward, expressed appreciation for everyone’s efforts, and noted that the Board would review it on November 19 before final submission in early December. • Ziara Matthews asked if students could participate in the upcoming Board meeting to which Kim Lopez responded that students were always welcome and encouraged to attend. <p>Abstentions: none Approval: all present members voted in favor of the motion; motion passed</p>
<p><u>Student Equity and Achievement Plan (SEAP) for 2025-28</u> for adoption</p> <p>Presenters: Michiko Kealoha, Director of Equity, EAPC Co-Chair and Kiran Malavade, Faculty Equity Coordinator, EAPC Co-Chair</p>	<p>Michiko Kealoha and Kiran Malavade shared the Student Equity and Achievement Plan (SEAP) 2025–2028. The presenters expressed deep gratitude to everyone who contributed to refining the plan, emphasizing that it was a collaborative writing effort with input from multiple individuals across the college. Karen Engel noted that the updated document—posted on the PBC website—reflected all received feedback and had been extensively discussed at the previous EAPC meeting. Kim Lopez remarked that this version represented the most widely read and discussed equity plan to date, reflecting strong campus engagement.</p> <p>Attendees reviewed details of the plan and discussed edits for clarity and consistency. Members addressed minor textual issues, including capitalization of “Math” and the inconsistent formatting of “NOW” (with or without periods). Roz Young also raised questions about references to online classes under the “NOW” program, with Jose Zelaya clarifying that all online courses were supported, but embedded tutoring primarily targeted first-year math and English courses. While discussing heading uniformity within the document, Karen Engel confirmed that the “DSPS” heading appropriately followed state template language, while campus text correctly referred to the Disability Resource Center (DRC).</p> <p>Motion: A motion to adopt the SEAP 2025-2028 Plan, with the condition that the editorial corrections discussed be applied, was made by Lisa Palmer and seconded by Chialin Hsieh.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Roz Young requested that the team commit to a one-year evaluation of embedded tutoring effectiveness. • Karen Engel expressed appreciation to the EAPC team for leading the development of the plan, noting that it was their first time creating a college-wide plan.

	<ul style="list-style-type: none"> • Michiko Kealoha thanked the committee for its commitment to student success • Kim Lopez stated that the SEAP would be presented to the Board of Trustees at their next meeting and submitted by December 15. She noted that the establishment of an implementation plan to ensure sustained follow-through would be necessary. <p>Abstentions: none</p> <p>Approval: all present members voted in favor of the motion; motion passed</p>
<p><u>Participatory Governance Evaluation 2024-25: Results</u></p> <p>Presenter: Alex Claxton, Senior PRIE Analyst</p>	<p>The Participatory Governance Evaluation 2024–2025 Results were presented by Alex Claxton. Alex explained that the annual survey, distributed each spring, gathered input from full- and part-time faculty, classified staff, administrators, and ASCC students. He noted that this year’s participation rates were lower than the previous year because the survey was sent only to ASCC students rather than all students. The survey showed the largest number of respondents were full-time faculty, followed by classified staff, part-time faculty, and administrators. Three ASCC students participated.</p> <p>Alex reported that most respondents agreed their committees fulfilled their roles and responsibilities, though he cautioned that some committees had small sample sizes that limited interpretation. He noted that most faculty and staff reported participating in hiring committees or tenure evaluation committees, which made up the bulk of service outside formal governance. Across all groups, participants agreed that governance encouraged participation and had clear roles and responsibilities, but lack of time remained the most significant barrier.</p> <p>When discussing program review, respondents generally agreed that the process was effective and well understood. Regarding budget and planning, most groups expressed understanding of the resource allocation process and satisfaction with opportunities for input, though full-time faculty were somewhat less positive. Awareness of the college’s institutional goals was at 73% overall, but notably lower among part-time faculty. The results overall closely mirrored those from the prior year.</p> <p>In summarizing free-response themes, Alex highlighted that classified staff cited limited time and motivation as barriers to participation, part-time faculty expressed concern about administrative influence on hiring committees, and full-time faculty questioned whether participatory governance meaningfully impacted decision-making. Despite these concerns, most participants agreed that governance was functioning effectively overall, even if representation felt uneven across groups.</p> <p>Comments from attendees:</p> <ul style="list-style-type: none"> • Maria Huning expressed concern about the low response rate among some groups, particularly those representative of certain on campus committees and encouraged representatives from each constituency to

	<p>urge their peers to complete the next survey, scheduled for April 2026, to ensure more comprehensive data.</p> <ul style="list-style-type: none"> • Maria also emphasized the importance of monitoring whether recent governance improvements, such as clearer communication and Flex Day presentations, were impacting the perception of participatory governance on campus. • Lisa Palmer asked whether the survey data was statistically representative; Alex confirmed it was sufficient for qualitative analysis and the purpose of campus research, but would not be sufficient if the intent was for inferential analyses. • Roz Young voiced frustration that classified employees often lacked time to participate in governance activities, stating, “Now that we know they don’t have time—what do we do about it?” • Rosie Morrison added that some classified staff were explicitly told or discouraged from participating by supervisors, which she found “disheartening and not beneficial” to shared governance. • Kim Lopez shared that having classified staff participate is a high priority, noting that she indeed will follow up whenever such issues were reported, and emphasized the need for managers to actively support classified participation. • The committee thanked Alex for his clear, data-driven presentation.
<p><u>Enrollment Update</u></p> <p>Presenter: Chialin Hsieh, Vice President of Instruction</p>	<p>Chialin Hsieh shared the Fall 2025 Enrollment Update, a routine report presented each semester to both IPC and PBC. The presentation supported the college’s Educational Master Plan (EMP) goals—specifically EMP 1.3, “Create a Student’s First Course Schedule,” and EMP 4.12, “Offer Key Courses in Multiple Modalities”—and also served as evidence for ACCJC Standards 2.5 and 2.6. Chialin reviewed key enrollment metrics, including total enrollments, headcount, fill rates, FTES, and course load. For Fall 2025, the college reported approximately 12,000 course enrollments and 6,000+ students, with a fill rate of 75% and an overall load of 435, both below institutional goals of 80% and 500 respectively.</p> <p>The report highlighted that 52% of all course sections were scheduled as face-to-face, 25% as online asynchronous, 8% as online synchronous, and 15% as hybrid. Enrollment patterns showed that 43% of students enrolled in face-to-face courses, indicating that students continued to prefer online formats at a slightly higher rate than the schedule offered. Among modalities, online asynchronous courses had the highest fill rate (87%), while online synchronous was lowest (65%).</p> <p>The Vice President explained that the college was working to balance student demand and modality distribution while ensuring sufficient enrollment to meet district course cancellation policies. These policies required a minimum enrollment of 15 students for face-to-face or hybrid courses and 20 students for online courses, with cancellations determined 30, 20, and 10 days before classes began.</p>

	<p>A longitudinal analysis showed that face-to-face enrollment had grown from 31% in Fall 2023 to 42% in Fall 2024, and 43% in Fall 2025, reflecting ongoing efforts to bring students back on campus. The Vice President noted that course scheduling was becoming more strategic to ensure that all degree and certificate programs could be completed within two years, with deans actively working with faculty to ensure core courses were consistently available.</p> <p>Comments from attendees:</p> <ul style="list-style-type: none"> • Ziara Matthews shared the personal experience of face-to-face courses being canceled due to low enrollment, which sometimes forced students into online classes. • Chialin Hsieh acknowledged the concern and reiterated that the district cancellation policy was mandatory but encouraged students to help promote in-person enrollment. • Rosie Morrison asked whether core courses that were repeatedly canceled could be offered with more flexibility for in-person learners. • Kim Lopez explained that face-to-face courses had lower minimum enrollment thresholds and Chialin encouraged Rosie to contact deans directly about specific cases. • Maria Huning sought further clarification about cancellation timelines, and the Vice President offered to email the detailed schedule to her to distribute to the committee for broader awareness. • The Vice President concluded by thanking the group and confirming that follow-up notes and data would be added to the record, including the cancellation policy information.
STANDING ITEMS	
Associated Students of Cañada College	<ul style="list-style-type: none"> • Shanda De Rosans shared that she planned to present to ASCC later that day regarding the vending commission funds for student programs and clubs that had requested financial support. She explained that progress had been delayed because the group failed to meet quorum and had to cancel two meetings. Shanda reassured attendees that all pending funding requests were still being processed and that she would send confirmation emails once approved. • Shanda noted there were no upcoming ASCC events, as the group had not held an official meeting since early October, with today marking their first regular session since then. • Shanda also mentioned that she and her peers had planned a Ramaytush Ohlone event for November 19, but communication issues with the invited speakers caused uncertainty about whether the event would proceed. • Ziara Matthews added that ASCC had a new president, Will Tseng, following the resignation of the previous president. • Ziara expressed enthusiasm about joining and participating in PBC meetings moving forward.

Classified Senate of Cañada College	<ul style="list-style-type: none"> • Maria Huning discussed the SEAP plan, noting that a significant amount of time and productive debate went into the review process. • Holiday basket preparations had begun. Proceeds from the holiday basket drawing, run through the bookstore, will go toward scholarships for student workers. Student workers were encouraged to apply and contact the Financial Aid Office for details. • Maria reminded the group that it is currently scholarship season and that presentations were taking place in the Learning Center. Attendees were encouraged to inform their students. • Classified Senate approved allowing only one-day hiring presentations at the November 19 PBC Meeting, instead of the usual two days. <ul style="list-style-type: none"> ○ Members are expected to stay an extra hour to hear classified and faculty position justifications. ○ Presentations will be held for new classified positions and faculty positions. Positions that have been requested for multiple years will have presentations uploaded online instead. Presentations will also be recorded. The goal is to streamline hiring presentations and minimize excessive meeting hours.
Academic Senate of Cañada College	No report
Planning Council Reports	<p>IPC:</p> <ul style="list-style-type: none"> • Lisa Palmer shared that a short IPC meeting was held on October 31st (the November 7th meeting was cancelled). • The council was made aware of an out-of-cycle a request for a grant-funded position from the BDW Division—this was an information only item. • The council reviewed updates to the program improvement and viability process and held a reassigned time position request support workshop for anyone needing it. <p>SSPC:</p> <ul style="list-style-type: none"> • Olivia Cortez-Figueroa reported that Jackie Flores, Executive Assistant to VPSS, reviewed new forms and reminded everyone to submit them 30 days prior to any off-campus field trip: <ul style="list-style-type: none"> ○ Field trip/excursion approval form ○ Meal advance form <p>EAPC:</p> <ul style="list-style-type: none"> • Christopher Wardell reported that the council reviewed and approved the SEAP plan. • The council received a presentation from an administrator at Gavilan College about cluster hiring, which focuses on hiring underrepresented individuals in faculty and staff roles to better serve underserved student populations.

	<ul style="list-style-type: none"> Christopher shared that the Chief Facilities and Operations Officer declined a request for a listening session on public safety and that further discussion on that topic will occur at the next meeting.
President's Update	<ul style="list-style-type: none"> President Lopez is currently finalizing a decision for an executive assistant detail position after previous assistant (Aziza de la Torre) resigned. She plans to hire a detail for this year and post the permanent position next semester. Over the next three weeks, President Lopez will be conducting final interviews for faculty positions. The next PBC Meeting will focus on position request presentations, which is then followed by the resource request process. She will be requiring feedback by December to announce decisions early January. Two board meetings remain: <ul style="list-style-type: none"> Nov 19 (Half Moon Bay) – approval for ISER and SEAP plan. December meeting – includes board president transition from Mike Guingona to Wayne Lee. Accreditation review process is underway — reviewers will begin reading submissions in December–January, with questions expected in February–March. The holiday luncheon moved to Monday, Dec 8, midday, in the Admin Building reception area (in past years, this has been held on a Friday). <ul style="list-style-type: none"> Managers are asked to allow staff flexibility since operations will still be open.
Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> Chialin Hsieh praised faculty efforts in completing updates for 14 Common Course Numbering courses which are being submitted to the Curriculum Committee for approval the next day. Chialin recognized the curriculum team and lead faculty for their hard work on the updates. Chialin mentioned that most substantive curriculum changes successfully made it through the approval process and that the upcoming Curriculum Committee agenda spans numerous pages of courses and programs for approval. Once approved, the updates will be included in next year's catalog. Some non-substantive changes will still come later. Attendees were invited to join the Curriculum Committee meeting to see the progress.
ADJOURNMENT	<ul style="list-style-type: none"> The meeting was adjourned at 3:39PM
Next Meeting	The next meeting will be held on November 19, 2025