



PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, February 4, 2026

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:30 p.m.

Members present: Maria Huning, Lisa Palmer, Nick Carr, Alicia Aguirre, Julie Luu, Denise Erickson, Jose Zelaya, Shanda DeRosans, Alex Kramer, Megan Rodriguez Antone, Lizette Bricker, Ludmila Prisecar, Kim Lopez, Chantal Sosa, Karen Engel, Olivia Cortez-Figueroa, Roz Young, Rosie Mendoza Morrison, Diana Tedone-Goldstone, Chanel Meanor, Julian Taylor, Chialin Hsieh

Members absent: Kassie Alexander, Christopher Wardell

Guests and others present: Allison Hughes, Dave Eck, Jasmine Jaciw, Mayra Arellano, Ron Andrade, Alex Claxton

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	<p>The meeting was called to order with a welcome to the first PBC of the semester by Maria Huning, Classified Senate President, who also introduced Diana Tedone-Goldstone. Effective this semester, Diana is serving as Co-Academic Senate President and would therefore be the Co-Chair of PBC. A quorum was established following clarification of member attendance, guests, and recent changes to PBC membership. It was noted that one student representative would need to be replaced due to a schedule change, and that this change required formal approval through Sergio Suarez. (Mid-meeting, Sergio confirmed via email that student representative Ziara Matthews would transition off of PBC and Chanel Meanor would serve this semester.)</p> <p>PBC then proceeded to the consent agenda, which consisted of the December 3 meeting minutes and board-approved staffing updates from the December 10 and January 28 meetings. After confirmation that the materials had been distributed and reviewed, a motion to approve the consent agenda was made by Lisa Palmer and seconded by Julie Luu. The motion passed by the voting members.</p> <p>The PBC consent agenda included the following items:</p> <ul style="list-style-type: none">• December 3, 2025 Meeting Minutes• Board-approved staffing updates:• December 10, 2025• January 28, 2026

	<p>Motion: A motion to approve the Consent Agenda was made by Lisa Palmer and seconded by Julie Luu</p> <p>Discussion: none</p> <p>Abstentions: Roz Young</p> <p>Approval: all other present members voted in favor of the motion; motion passed</p>
REGULAR AGENDA	
<p>Full-time, tenure-track Faculty Position in Accounting (replacement approved by Academic Senate) presented by Diana Tedone-Goldstone, Academic Senate Co-President</p> <p>Proposed Action: Recommend to the President the hire of a replacement full-time, tenure-track faculty in Accounting</p>	<p>PBC moved to the regular agenda and considered a request to replace a full-time tenure-track accounting faculty position, which had already been approved by the Academic Senate. It was explained that the former faculty member had transferred to College of San Mateo, and the department was now without any full-time faculty. Context was provided by Alex Kramer regarding the department's strong enrollment, the number of declared majors and certificate students, and the impact on the full-time to part-time faculty ratio. The need to fill the position was emphasized in order to adequately support students and restore appropriate staffing levels, with the intent to advertise the position in the spring for a fall start date. After a brief discussion, a motion was made and seconded to recommend to the college president that the replacement full-time tenure-track accounting position be hired. The motion carried unanimously.</p> <p>Motion: A motion to recommend to the President the hire of a replacement full-time, tenure track faculty in Accounting was made by Lisa Palmer and seconded by Alicia Aguirre</p> <p>Discussion: none</p> <p>Abstentions: none</p> <p>Approval: all present members voted in favor of the motion; motion passed. President Lopez formally accepted the recommendation.</p>
<p>2025-2026 Fund 3 Actual Revenues and Expenditures & Grant Funded Positions Update presented by Ludmila Prisecar, Vice President of Administrative Services</p>	<p>Fund 3-Restricted FY 25-26 Revenue, Expenditures, and Positions Update (as of 12.31.25)</p> <p>Fund 3 General Fund-Restricted 2025-2026 Expenditures</p> <p>PBC next received an informational presentation on the fiscal year 2025–26 Fund 3 revenue, expenditures, and positions. Ludmila Prisecar provided an overview of the district's fund structure, explaining the purpose of various fund categories and emphasizing that Fund 3 represented restricted funds, primarily categorical and grant-funded programs. A comparison of expenditures over several years showed overall budget growth, with current-year spending tracking appropriately at the midyear point. It was noted that Fund 1 historically accounted for approximately 75% of the operating budget, while Fund 3 comprised about 25%, making changes to state and federal funding particularly significant. The presentation detailed the composition of Fund 3, including federal, state, local, and other restricted sources, and highlighted a long-term shift away from federal funding toward state funding. Expenditure patterns showed that the majority of Fund 3 resources supported personnel costs. Updates were also provided regarding the loss of certain federal grants and funding, resulting in reduced funding and impacts to full-time equivalent positions, funding loss for DHSI and AANAPISI, as well as the discontinuation of the</p>

	<p>Funeral Services Program. During discussion, questions were raised about funding stability and long-term planning in light of declining federal support. In response, leadership explained that the college had paused pursuit of new federal grants due to instability, emphasized the relative stability of state categorical programs, and reaffirmed the institution's conservative fiscal approach and focus on careful budget management to mitigate future financial risks.</p>
<p>EMP 1.8- Ensure academic program viability – Progress Report presented by Chialin Hsieh, Vice President of Instruction, Diana Tedone-Goldstone, Academic Senate Co-President, David Eck, IPC Co-Chair</p>	<p>PBC received an informational progress report on EMP 1.8, Ensuring Academic Program Viability, focusing on revisions to the Program Improvement and Viability (PIV) process that were informed by the recent implementation of the process for the Funeral Services Program. It was explained that a cross-functional team had met multiple times, incorporated feedback, and applied lessons learned from the initial experience to refine the documentation, which had been approved by the Academic Senate in December. Key revisions included clarifying and simplifying timelines by aligning the process with fall and spring semesters rather than rigid calendar-day calculations, as well as adjusting communication expectations with the Academic Senate to reduce administrative burden while maintaining transparency. Additional clarifications were made to distinguish between disciplines and individual programs of study, to define when the PIV process was required, and to explain how curriculum changes, accreditation requirements, and mandated revisions interacted with the PIV process. The revised document also provided greater detail regarding decision-making and recommendations. The updated, clean version of the process was shared via the Academic Senate website, and it was noted that the revisions had been formally accepted by the Senate; no further action was required by PBC.</p>
<p>EMP 1.15- Create and scale the First Year Experience Program – Progress Report presented by Ron Andrade, Director of Learning Center and Mayra Arellano, Director of Promise Scholars Program and High School Transitions</p>	<p>EMP 1.15 Update Presentation</p> <p>PBC received a progress report on EMP 1.15, Create and Scale the First Year Experience (FYE) Program, which focused on ongoing efforts to coordinate, strengthen, and expand support for incoming students. Presenters Ron Andrade and Mayra Arellano described the inventory of existing onboarding activities, including super registration, orientations, counseling, outreach events, and learning community initiatives, and identified opportunities to reduce silos and improve cross-program collaboration. Emphasis was placed on addressing gaps such as earlier student engagement, clearer and more timely communication, expanded summer bridge opportunities, and more intentional “just-in-time” messaging around key milestones. The Promise Scholars Program was highlighted as a central component of the college's FYE strategy, serving a majority of first-year students through classroom visits by retention specialists, peer mentoring, targeted outreach in Math and English, career and university visits, workshops, and a pre-semester Summer Bridge course. The report also outlined the use of first-year milestone roadmaps focused on comprehensive education plans, Math and English completion, financial aid and scholarship applications, career exploration, and transfer preparation. Discussion acknowledged the impact of these efforts on student belonging, retention, and</p>

	<p>momentum, while noting fiscal constraints that limited staffing growth and required the college to focus on maximizing existing resources and refining current practices rather than expanding personnel. The team was thanked for their great work and contributions.</p>
<p>Institutional Set Standards and College Goals for 2024-2025 presented by Karen Engel, Dean of PRIE and Alex Claxton, Senior PRIE Analyst</p>	<p>Cañada College Institution-Set Standards 2024-25</p> <p>Institution-Set Standards Slides for PBC</p> <p>PBC received a presentation on the 2024–25 institutional set standards and college goals, fulfilling its role as the Accreditation Oversight Committee to establish and review quantitative performance indicators in alignment with accreditation requirements. The purpose of the standards, including minimum thresholds and stretch goals, was reviewed, along with their use in annual ACCJC reporting and the recently submitted self-study. Highlights of the data analysis presented by Karen Engel and Alex Claxton, showed that overall headcount had reached a new high point in more than a decade, while average unit load remained relatively low, reflecting a high proportion of part-time students. Several enrollment-related goals showed positive progress, including exceeding targets for recent high school graduates enrolling within one year, stable middle college enrollment, and near attainment of the dual enrollment goal. Persistence among home campus students with degree or certificate goals showed gradual improvement but remained slightly below the established target. Student success rates across instructional modalities continued to increase, with gaps between online and face-to-face modalities narrowing; however, persistent disproportionate impacts were noted for Hispanic students across modalities, as well as for certain racial/ethnic groups, male students, and low-income students. Student degree and certificate completion levels reached a high during the pandemic, and slowly declined in subsequent years, with a slight uptick last academic year. Improvements are noted with AD-T students earning their first award showing reduced units taken, highlighting a positive trend in minimizing unnecessary units taken. Data reflecting 1) the tracking of the number of students completing degrees 100% online as well as 2) the number of students who transferred to a four-year institution and took at least 12 units on campus in the year prior to transfer was also shared with PBC. Workforce outcomes showed improvement, with a higher percentage of students attaining a living wage after completion compared to last year. PBC was reminded that the full institution-set standards document and cohort dashboards were available as ongoing resources for planning, reporting, and grant development.</p>
STANDING ITEMS	
<p>Associated Students of Cañada College</p>	<p>Shanda DeRosans provided a brief update to PBC. Shanda welcomed members to the Spring 2026 term and announced the appointment of Chanel Meanor as a new student representative to PBC, noting that she also served as a student senator and parliamentarian. Shanda reported that ASCC had received additional funding to support the development of evening events, with the goal of increasing engagement and inclusion for nighttime students who previously had</p>

	<p>limited access to campus activities. Appreciation was expressed to the outgoing ASCC representative, Ziara Matthews, for prior service.</p>
<p>Classified Senate of Cañada College</p>	<p>Maria Huning provided a brief update, noting that Classified Senate had not met since the previous semester. As a result, no current metrics were available regarding funds raised for the holiday baskets, though an update was expected following the next scheduled meeting. Members were invited to attend the next Classified Senate meeting, which was scheduled for the following week.</p>
<p>Academic Senate of Cañada College</p>	<p>Diana Tedone Goldstone reported on the first Academic Senate meeting of the year, which also marked the first meeting under the co-presidency of Allison Hughes and Diana Tedone-Goldstone. During the meeting, three work groups were established: one to draft a resolution in support of the Honors Program, a second to examine the alignment and potential updating of assessment, program review, and curriculum cycles, and a third to continue prior PIV work on establishing a new program development process. Diana noted that the meeting was productive and concluded efficiently. The next Academic Senate meeting was scheduled for the following Thursday at 1:00 p.m.</p>
<p>Planning Council Reports: IPC, SSPC, EAPC</p>	<p>IPC:</p> <p>The IPC representative, Lisa Palmer, reported that the last IPC meeting had taken place in December. During that session, the group discussed and voted on reassigned time position applications. Lisa announced that the next IPC meeting was scheduled for the upcoming Friday. She provided the following update to PBC:</p> <p>To: PBC From: Lisa Palmer Re: IPC Report to PBC Date: February 4, 2026</p> <p>The majority of the meeting consisted of deliberation and voting on the reassigned time position proposals. The council voted to approve all of them except the Chemistry department coordinator, the BS Interactive Design coordinator (not yet discussed at Curriculum) and the Human Services coordinator, which was postponed for discussion until the next IPC meeting, which is this Friday, February 6th.</p> <p>Please see the minutes, forthcoming, for details about the position discussions. In general, there was dissension on whether some of the positions included D1 duties, for example SLO assessment, even if the coordinator is facilitating the process by which an entire department or group of departments (Social Sciences) engages in SLO and PLO assessment. In addition, members suggested that it might be helpful to create a standard coordinator position description.</p>

	<p>SSPC:</p> <p>Olivia Cortez-Figueroa reported that the last SSPC meeting had occurred in December, and most of the updates she had pertained to that time, for example, Maria Lara had shared that grades would become available on December 23rd, and the adoption of new program review SOPs for SSPC had been approved. Olivia noted that there was nothing additionally new or noteworthy to share at this time, and she mentioned that the first meeting for the current semester was scheduled for the following week.</p> <p>EAPC:</p> <p>It was noted that PBC had met the previous Tuesday. An official representative to IPC was in the process of being confirmed and updates would be requested at the next meeting. PBC members shared that EAPC had been actively following up on the SEAP Plan, and similar to PBC with the EMP, they had been inviting guests to each meeting to provide updates on the newly adopted plan.</p>
President's Update	<p>The President provided several updates from the recent board meeting. First, the board has hired a consultant to poll San Mateo County residents about their support for a new bond, which would fund projects without increasing current taxes. The results of the poll were positive, and the board was expected to decide whether to place the bond on the June or November ballot, with November being likely to allow more time for outreach. Second, the board discussed a retirement incentive, offering a cash payout through an annuity, with informational sessions planned and final approval potentially later this semester. Additionally, the President shared accreditation updates, including a kickoff meeting with the ACCJC team, sharing that a campus forum and additional procedural meetings had been scheduled. The random selection of 15 online courses from Fall 2025 were under review to ensure compliance with federal RSI (regular substantive interaction) standards. Faculty and staff had been training and preparing extensively, and additional evidence could be requested and submitted in March, with a more detailed report anticipated in mid-April.</p>
Matters of Public Interest and Upcoming Events	<p>Kim Lopez shared that SMCCD, along with the chancellor, presidents, and Senator Josh Becker's office, would hold a press conference on Friday to announce new legislation for free community college, replacing the former SB893.</p> <p>The next meeting was scheduled for February 18 and would take place in Building 6, Room 103, a larger space with improved audio-visual setup to better accommodate Zoom participation. All were invited to attend.</p>

ADJOURNMENT	Meeting adjourned at 3:58pm
Next Meeting	The next meeting will be held on February 18, 2026