Cañada College

PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, May 6, 2026
In-Person and Via Zoom
Regular Meeting: 2:10 – 4:00 p.m.

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

Members absent: Shanda DeRosans, Christopher Wardell, Julian Taylor

Guests and others present: Ameer Thompson, Kiran Malavade, Anniqua Rana, Wissem Bennani, Jasmine Jasiw, Michiko Kealoha, Nadia Biglari, Allison Hughes, Alex Claxton, Ron Andrade, Dave Eck

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	The PBC consent agenda included the following items: • April 15, 2026 Meeting Minutes • Board-approved staffing updates: • April 29, 2026 The Council reviewed the consent agenda, which included approval of the prior meeting's minutes and board approved staffing updates from late April. The Council recognized two valued colleagues for their new roles: Alex Claxton, who would be serving as Dean of PRIE at CSM, and David Eck, who would be serving as the new Dean of Humanities and Social Sciences. Members congratulated both individuals, expressed appreciation for their contributions, and welcomed them to their new positions. **Motion:** A motion to approve the Consent Agenda was made by Chialin Hsieh and seconded by Julie Luu **Discussion:** none **Abstentions:** none **Approval:** all present members voted in favor of the motion; motion passed
REGULAR AGENDA	
PBC Program Review Subcommittee	The Council reviewed recommendations from the Program Review Subcommittee regarding updates to the critical questions used for program

Recommendation for Updating Critical Questions for Resource Requests in the Near Term and Longer Term presented by Members of the PBC Program Review Subcommittee (Tedone, Hughes, Engel) **Proposed Action:** Approve the recommended changes to the current critical questions for use during the 2026-27 program review cycle, with further updates anticipated for the 2027-28 cycle	review resource requests. Diana Tedone-Goldstone explained that the Student Services Planning Council (SSPC) had proposed both interim and long-term revisions to the questions. Because the recommendations had been developed late in the planning cycle, the Council proposed making only limited changes for the 2026–27 program review cycle to address immediate issues while postponing broader revisions until the following year. The interim changes included the following language: **Interim Plan:** PBC-PRG agreed on the below modified critical questions. **Critical Question 1:** How does this resource request support closing an equity gap? **Critical Question 2 :** How does this resource request support Latine, AANHPI, and/or Black and African American students? The Council emphasized that these modifications were intended as temporary improvements while allowing sufficient time for a more comprehensive review. **Motion:** A motion to approve the recommended changes to the current critical questions for use during the 2026-27 program review cycle, with further updates anticipated for the 2027-28 cycle was made by Lisa Palmer and seconded by Roz Young. **Discussion:** David Eck clarified that the original intent had always been to review the critical questions annually, but that process had been interrupted during the COVID-19 pandemic. Chanel Meanor asked whether the revised questions adequately reflected all voices and populations that should be considered during program review. Alex Claxton explained that the questions were designed to align with established standards and to guide programs in evaluating their own performance. It was agreed that future reviews should continue examining whether any student groups or perspectives were being overlooked. Members emphasized that the interim revisions represented only the minimum necessary changes and that a more thorough discussion would occur during the next review cycle. Roz Young discussed improving the review timeline to avoid making revisions at the end of the academic year. Council leadership agreed to begin discussions in the fall and target a vote during the first or second meeting of the spring semester so that updated questions would be finalized well before the program

	review process began. Diana confirmed that the motion had passed and noted that additional discussion and more comprehensive revisions would be undertaken during the following year's review. **Abstentions**: none **Approval:** all present members voted in favor of the motion; motion passed
Annual Progress Report on the Education Master Plan (EMP) for 2025-26 presented by Karen Engel, Dean of PRIE	Karen Engel presented the annual progress report on the 2025–26 Educational Master Plan (EMP), explaining that the college follows an annual strategic planning cycle in which leadership identifies priority initiatives at the beginning of the academic year and reviews progress on those initiatives at the end of the year. She noted that the selected priorities included two initiatives under Goal 1 and one initiative under each of the remaining goals. Representatives responsible for each initiative then provided updates on their accomplishments and ongoing work. The first update was presented by Chialin Hsieh and focused on the revised academic Program Improvement and Viability Process (PIV). Chialin explained that the revised framework was based on lessons learned from implementing the original process, which had been approved by the Academic Senate several years earlier. Feedback from faculty, administrators, and Council members was incorporated into the updated version before it was reviewed by IPC and approved by the Academic Senate. David Eck added that the revisions clarified when the process should and should not be used, simplified procedural timelines by replacing calendar-day requirements with semester-based timelines, and better defined how curriculum processes intersect with program improvement and viability reviews, including situations in which accreditation or curriculum requirements necessitate immediate program action. The Council also received an update on student retention and engagement efforts. Ron Andrade reported that the College Retention Engagement Workgroup had reviewed existing student engagement activities, identified effective practices, and examined gaps where collaboration could be improved. The group focused on coordinating efforts across programs, providing students with essential information earlier in the semester, and avoiding overwhelming new students during registration events. Members discussed prioritizing critical information during the first weeks of the semester while introducing additional resources over time. The workgroup also identified the need to improve digital and printed communication materials and expressed satisfaction with the progress made through regular monthly meetings. An update on the diversity hiring initiative highlighted districtwide efforts to address employee underrepresentation. Michiko Kealoha described work to identify barriers to equitable hiring, establish recruitment goals, revise job announcements and position descriptions, expand Equal Employment Opportunity Advisory Committee activities, provide additional training, consult

	with recruitment experts, and collaborate with the Higher Education Recruitment Consortium. A significant development was the creation of a new districtwide dashboard that would allow the college to monitor diversity hiring progress over five- and ten-year periods and compare outcomes using countywide data. The Council then heard a report on expanding career exploration opportunities for students. Lizette Bricker explained that the initiative emphasized collaboration among internal stakeholders—including counseling, student services, workforce development, marketing, and instructional leaders—as well as external partners such as JobTrain, NOVAworks, Redwood City Economic Mobility, and the Bay Area Community College Consortium. The collaboration resulted in four successful Career Café events, monthly career workshops, and expanded interest-area counseling drop-in services. Future priorities included strengthening partnerships with community organizations, institutionalizing lead interest area counselors, and securing permanent funding for Career Center activities. Karen Engel added that student surveys and focus groups were being conducted to evaluate the effectiveness of Career Café programming and guide future improvements. Chanel Meanor asked about continued funding for the college's apprenticeship program. Alex Kramer explained that the position supporting the program had been funded through a temporary state grant that was ending, and no additional state funding had been provided. Although the funded position would be eliminated, college administrators stated that apprenticeship services would continue through the Program Services Coordinator, the Director of Workforce Development, and the continuation of the Early Childhood Education pre-apprenticeship pathway in partnership with Skyline College. The final initiative addressed transportation support for students. Ludmila Prisecar reported that the college had completed an inventory of all transportation-related services and resources, created a website consolidating transportation assistance information, and begun identifying additional ways to improve transportation access. Chanel Meanor expressed concern that transportation challenges and rising fuel costs were negatively affecting student persistence. She shared that some students had withdrawn from classes because of transportation difficulties and emphasized that traveling by public transit between campuses could take as long as two hours, requiring students to begin their commute very early in the morning. She encouraged college leadership to experience those commutes firsthand to better understand students' daily challenges. Lisa Palmer observed that transportation costs and travel time might also be contributing to increased enrollment in online courses.
Approve Non-Personnel Resource Requests from 2025/2026 Program	The Council received a comprehensive update on the outcomes of the 2025–26 personnel and non-personnel resource request process. Ludmila Prisecar explained that this annual report provides transparency on funding decisions and the status of approved requests. For personnel requests, members were reminded

Review Cycle presented by Ludmila Prisecar, VPAS	that hiring decisions had been announced earlier in the year. Recruitment was underway for the Transfer Center Counselor/Coordinator position, while hiring for three Child Development Center Teacher positions would begin in the fall after the faculty coordinator position was filled. Members also clarified that one transfer counseling position had already been filled as a replacement position and noted that the Cultural Center Program Services Coordinator position had also been hired and approved by the Board. Ludmila then summarized the non-personnel resource requests, reporting that the college had received 151 requests totaling approximately $2.4 million. Due to limited resources, only 35 requests were approved, totaling approximately $375,575. Because ongoing unrestricted funding was unavailable, the college relied primarily on one-time funding sources, including remaining COVID-19 recovery funds, student support block grants, lottery funds, equipment funds, and other one-time allocations. Three ongoing requests were funded using Student Equity and Achievement Program (SEAP) funds, while the majority of approved one-time requests supported instructional needs, particularly replacement laboratory equipment for the Chemistry and Biology departments, along with equipment for other instructional areas, such as Kinesiology, Athletics, and Dance. It was noted that the remaining COVID-19 recovery funds would be exhausted and would not be available in future years. To ensure transparency and support accreditation requirements, detailed documentation was prepared for every submitted request, including the amount requested, funding decisions, funding sources, and the rationale for approvals or denials. The report categorized requests as approved for ongoing funding, approved for one-time funding, not approved, pending additional review, or no longer needed or already funded. Forty-seven requests were not approved, primarily because they required unrestricted Fund 1 resources that were unavailable. Several requests involving capital improvement projects (CIP), small construction projects, or technology refreshes remained under separate district-level review processes, as those projects require additional analysis and district prioritization before funding decisions can be made. Ludmila explained that department leaders had already been informed of funding decisions and had begun discussing approved requests and alternative funding options for requests that were not funded. A formal notification would be sent to departments, after which approved funds would be transferred once the new fiscal year began. The presentation also included detailed summaries by division and department so that each area could easily identify the status of its own requests, funding amounts, and associated budget account information. Council members expressed appreciation for the significantly improved transparency of the resource request process. Allison Hughes commented that the detailed documentation represented a major improvement over previous years, and noted that departments now clearly understood what happened to every request, even when funding was unavailable. Ludmila acknowledged that while the Council could not fund every request, the documentation ensured that all decisions were visible and explained. Kim Lopez also commended Ludmila

	for managing a complex process involving hundreds of requests, extensive coordination with vice presidents, deans, and departments, and careful allocation of limited resources. The Council recognized the considerable effort required to maximize available funding while maintaining transparency and supporting instructional programs and student services.
Strategic Enrollment Management Plan Update presented by Chialin Hsieh, VPI, and Lizette Bricker, VPSS	The Council received an update from Chialin Hsieh and Lizette Bricker on the Strategic Enrollment Management (SEM) Plan, which had been extended in 2025 to align with the Educational Master Plan (EMP) timeline. Chialin reviewed the college's progress since adopting the SEM in 2023, emphasizing that the accomplishments reflected collaborative efforts across the entire campus. Of the plan's 49 action steps, approximately 96% had been completed and embedded into ongoing operations, with one action still in progress and one temporarily paused due to external implementation challenges. The presentation highlighted significant accomplishments, including the growth of Dual Enrollment from approximately 200 to more than 800 enrollments, expansion of the Promise Program to about 650 students, improvements to course scheduling processes, increased availability of degrees that could be completed within two years, online, or through evening and weekend formats, and the successful launch of initiatives such as the Cultural Center, equity-minded pedagogy efforts, Minimesters, and Late Start scheduling. David Eck reviewed progress toward the SEM's goals. Efforts to improve pathways and transfer included cleaning up the college catalog, updating general education requirements to comply with state legislation, addressing hidden prerequisites, implementing common course numbering requirements, expanding transfer workshops, and strengthening transfer agreements. Completion initiatives focused on student-centered scheduling, expanding short-term and late-start courses, tracking online and evening degree completion pathways, supporting faculty technology needs, and improving course accessibility through accessibility training. A planned one-year course schedule remained on hold because of Banner system upgrades, district-wide coordination, and curriculum management implementation. Lizette Bricker provided updates on student support goals. She highlighted the continued development of the First-Year Experience, CREW, Success Teams, Super Registration events, early alert systems, expanded Menlo Park and East Palo Alto services, and interest area counseling. Equity and anti-racism initiatives included the successful launch of the Cultural Center, expanded equity-minded teaching practices, faculty communities of practice, Men of Color, Puente, and Umoja programs, while work-based learning opportunities for underrepresented students remained an ongoing effort. **Motion:** A motion to extend this item by five minutes was made by Maria Huning and seconded by Diana Tedone-Goldstone **Discussion:** none **Abstentions:** none **Approval:** all present members voted in favor of the motion; motion passed

	Additional accomplishments included expanding services for working and part-time students through the N.O.W. Program, an evening one-stop support hub, a Promise Scholars program that included part-time students, transportation initiatives, adult education pathways, and expanded kinesiology and athletics offerings. Chialin concluded by sharing the recommendation that future SEM goals and enrollment metrics be fully integrated into the next Educational Master Plan rather than maintained as a separate planning document, noting that most SEM objectives already aligned with the EMP. After the presentation, members were invited to submit additional questions electronically to Chialin, and a question about managing waitlists for full summer classes was raised by Rosie Morrison. The Council referred this question to the deans for further discussion.
Student Equity and Achievement Program Plan Update presented by Michiko Kealoha, Kiran Malavade, and Christopher Wardell, Tri-Chairs of EAPC	The Council received an update from Kiran Malavade and Michiko Kealoha on the Student Equity and Achievement Program (SEAP) Plan, which serves as one of the college's institution-wide planning documents and is overseen by the Equity and Anti-Racism Planning Council (EAPC). Kiran explained that the new plan, which extends through 2028, includes six state equity metrics and 22 action items. During its first semester of implementation, EAPC had begun inviting administrative leads responsible for each action item to provide progress reports, baseline data, implementation plans, and any challenges encountered. Eleven of the 22 action items had already been reviewed, with the remaining reports scheduled for the fall. Members were encouraged to use a one-page reference guide outlining the metrics, target student populations, and action items to identify ways their own work could contribute to the plan. Kiran highlighted several early accomplishments. Outreach efforts expanded the college's presence in North Fair Oaks and East Palo Alto by establishing community locations where prospective students could receive in-person and virtual support. Transportation initiatives included the creation of a centralized website outlining available transportation resources, ongoing collaboration with the Associated Students, and regular discussions to address student transportation needs following the end of the Lyft program. Michiko shared that updates also showed that the N.O.W. Program had established baseline data indicating that 71% of evening students identified as Latine, prompting efforts to strengthen coordination among existing programs, analyze student outcomes, and intentionally design services for evening Latine students. In addition, counseling and student services expanded campaigns to increase completion of comprehensive student education plans by incorporating the information into orientations, generating district reports identifying students without education plans, and coordinating targeted outreach through deans and support programs. Rosie Morrison asked how the ongoing realignment of the N.O.W. Program might affect evening students. Chialin Hsieh clarified that the purpose of the update was to report on the SEAP action items rather than organizational changes, and she explained that support for evening students was expected to become more robust through interest area retention specialists, expanded

	evening outreach, counseling appointments, classroom visits, and new processes for connecting students with services outside regular business hours. Because questions about the program's organizational realignment extended beyond the scope of the presentation, leadership agreed to continue those conversations offline, invite additional stakeholders as needed, and bring a more comprehensive update on services for evening students to the Planning and Budgeting Council during the first meeting of the fall semester.
Land and Labor Acknowledgement Update proposed by Michiko Kealoha, Kiran Malavade, and Christopher Wardell, Tri-Chairs of EAPC **Proposed Action:** Approve the addition of the Muwekma Tribe to the Land and Labor Acknowledgement.	The Council received an action item regarding updates to the college's Land and Labor Acknowledgement from Michiko Kealoha and Kiran Malavade. Presenters explained that they had continued working with Indigenous communities and, based on those conversations, recommended adding the Muwekma Ohlone people to the acknowledgement alongside the Ramaytush Ohlone people. They emphasized that the change would not replace or remove any existing language but would recognize the Muwekma Ohlone's long documented history and ongoing presence, despite their lack of federal recognition. The presenters also noted that other institutions, including Stanford University, Santa Clara University, and Foothill College, had already incorporated the Muwekma Ohlone into their acknowledgements. Members thanked the Equity and Anti-Racism Planning Council for its continued work to keep the acknowledgement current and reflective of the communities it recognized. **Motion:** A motion to approve the addition of the Muwekma Tribe to the Land and Labor Acknowledgement was made by Chanel Meanor and seconded by Rosie Morrison **Discussion:** none **Abstentions:** none **Approval:** all present members voted in favor of the motion; motion passed
PBC Membership presented by Maria Huning and Diana Tedone-Goldstone, PBC Co-Chairs **Proposed Action:** To remove the dean, at-large faculty representative and at-large classified representative from the PBC Membership effective fall of 2026.	The Council discussed a proposal to streamline PBC membership in response to the increasing demands on members' time and the difficulty of filling vacant positions at the college. The proposal recommended removing three positions—a generic dean position, one faculty at-large representative, and one classified at-large representative—while maintaining balanced representation among faculty, classified professionals, and administrators. Maria Huning explained that the at-large faculty and classified positions had remained vacant for an extended period despite repeated recruitment efforts, creating challenges for participation and quorum. Chanel Meanor raised a question about how communication and representation would continue, and it was clarified that divisions and governance groups would still have designated representatives. **Motion:** A motion to remove the dean, at-large faculty representative and at-large classified representative from the PBC Membership effective fall of 2026 was made by Roz Young

	During the discussion, members suggested gathering constituent feedback before making a permanent bylaw change. The proposal was subsequently revised. **Motion:** A motion to run a one-year pilot for the 2026–27 academic year that would temporarily remove the three positions while allowing divisions and constituent groups to review the change and provide feedback for an official vote at the end of fall 2026 was made by Roz Young and seconded by Rosie Morrison. **Discussion:** The Council agreed to revisit the proposal after the pilot period to determine whether the changes should become permanent. After discussion about procedural requirements and the importance of broad input, the Council voted to approve the pilot proposal, Members expressed appreciation for the thoughtful discussion and differing perspectives. **Abstentions:** one **Approval:** all other present members voted in favor of the motion; motion passed
STANDING ITEMS	
Associated Students of Cañada College	Chanel Meanor reported that the district mixer was scheduled for that evening and announced that the regular ASCC meeting would be held on Friday. She shared enthusiasm about welcoming the new student senators at the mixer and noted that there were no additional updates to report.
Classified Senate of Cañada College	Maria Huning provided updates on current Classified Senate activities. She announced that voting was underway for the Classified Senate Vice President, Secretary, and Activities Coordinator positions and asked classified employees who had not received a voting email from Alex Claxton to check their spam folders and notify Alex or the representative. She noted that a new person would need to manage elections in the future as Alex would be departing for CSM. Maria also shared that the final Classified Senate meeting would take place the following Thursday and reminded attendees about the Classified Appreciation Lunch scheduled for Thursday the 21st from 11:30 a.m. to 1:00 p.m. She encouraged classified employees to attend future Classified Senate meetings.
Academic Senate of Cañada College	Diana Tedone-Goldstone shared that the next and final Academic Senate meeting would take place the following Thursday. She noted that the agenda would include voting on a resolution supporting the Honors Transfer Program, a presentation on a proposed Bachelor of Science in Interactive Design from Hyla Lacefield, and voting on the Outstanding Classified Staff and Faculty Awards.

Planning Council Reports: **IPC, SSPC, EAPC**	**IPC:** Lisa Palmer announced that the final IPC meeting had already taken place and that no additional meeting would be held. She also announced that Allison Hughes had been selected as the new co-chair. **SSPC:** The SSPC update was provided by Wissem Bennani. He shared that the previous meeting included regular SSPC updates on the council's purpose and reports from EAPC, IPC, PBC, and the VPSS Office. Agenda items included a presentation on the SSL campaign, and Formstack; an overview of excursion and field trip processes; and discussions on the 2026–27 program review cycle, including adjustments to review timelines and planning for future cycles. The group also received an update on labor and land acknowledgements and discussed SSPC co-chair assignments for 2026–28, expressing appreciation to Juan Vera and anticipating DeVon Scott joining Lizette as a future co-chair. **EAPC:** The EAPC update was provided by Kim Lopez and highlighted the Council's work during the spring semester. It was shared that each EAPC meeting had focused on bringing in Student Equity and Achievement Plan (SEAP) leads to provide updates and advance the work. The Council was halfway through hearing reports from the various leads. Appreciation was expressed for the efforts of those leading the SEAP work and for the significant time and commitment required to chair EAPC and other participatory governance committees.
President's Update	Kim Lopez concluded the meeting with expressions of appreciation and recognition. She thanked Maria and Diana for their continued leadership as PBC co-chairs and expressed gratitude for their commitment and the stability they would provide in the coming year. Appreciation was also extended to Lisa Palmer for her service and for stepping into a dean role to provide stability for the Humanities and Social Sciences Division, as well as to Alex Claxton for his many contributions as chair, Classified Senate president, and PBC co-chair. She acknowledged Alex's transition to a new administrative role and shared confidence in his future success. The group was also reminded of the many end-of-year celebrations taking place across campus, including student recognition events, cultural celebrations, and the college-wide celebration honoring colleagues. Appreciation was expressed for everyone involved in organizing these events and celebrating student achievements. Kim also recognized

	upcoming Mother's Day and extended thanks to all mothers and mothers-to-be before closing by thanking everyone for their work throughout the year.
Matters of Public Interest and Upcoming Events	Attendees shared several upcoming events and recognitions. The group announced that Therapy Pets would be returning to the library the following Tuesday from noon to 1:00 p.m., including the return of the therapy cat. It was also shared that MESA's graduation recognition event would take place that evening from 5:00 to 7:00 p.m. in the MESA Room and that TRIO would hold its celebration on Friday. The meeting was then adjourned with thanks to everyone for their time and participation.
ADJOURNMENT	Meeting adjourned at 3:57pm
Next Meeting	The next regular meeting will take place in fall of 2026. Have a great summer!