Cañada College

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

Members present: Maria Huning, Allison Hughes, Diana Tedone-Goldstone, Julian Taylor, Gampi Shankar, Nick Carr, Alicia Aguirre, Julie Luu, Jose Zelaya, Megan Rodriguez Antone, Lizette Bricker, Rosie Mendoza Morrison, Chanel Meanor, Chialin Hsieh, Kassie Alexander, Karen Engel, Kim Lopez, Christopher Wardell, Jacky Ip

Members absent: Roz Young, Shanda DeRosans

Guests and others present: Wissem Bennani, Alex Kramer, Chantal Sosa, Ameer Thompson

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	The PBC consent agenda included the following items: • October 21, 2026 Meeting Minutes Approval of the Consent Agenda: The Council conducted a vote via Zoom chat and in-room show of hands to approve the Consent Agenda, which included the October 21, 2026 Meeting Minutes. Following a call for nays or abstentions, none were recorded, and the motion carried based on the quorum of voting members present. Approval of the Regular Agenda: Co-Chair Maria Huning called for a motion to approve the Regular Agenda. A motion was made and seconded, and voting took place both in the room and via Zoom chat (with a verbal proxy vote recorded for Rosie Marie Mendoza Morrison). Once the required threshold of affirmative votes was reached, the Regular Agenda was formally approved.
REGULAR AGENDA	
Suggested PBC Bylaw Update: Student Representative Mentorship	**Presentation:** Maria Huning, Diana Tedone-Goldstone, and ASCC Student Representative Chanel Meanor presented draft bylaw language proposing formal mentorship

presented by Diana Tedone-Goldstone and Maria Huning PBC Co-Chairs, and Chanel Meanor	for student representatives during their first semester of service on PBC. Under the proposal, a faculty, staff, or administrator representative with at least one semester of PBC experience would serve as a mentor to help students navigate committee bylaws, motions, voting, attendance expectations, and general questions without imposing an undue burden on the mentor. Additional language contributed by ASCC emphasized Disability Resource Center (DRC) accommodations, mitigation of language barriers for ESL students, navigation of interpersonal conflicts, and support in leading projects, adding agenda items, and aligning ASCC yearly initiatives with committee work. **Discussion:** Council members expressed strong support for the proposal. Rosie Marie Mendoza Morrison suggested extending similar orientation and mentorship concepts to new classified staff representatives. Alicia Aguirre endorsed the initiative as a vital way to empower student leaders. Dean Karen Engel recommended refining the selection mechanism so that co-chairs appoint mentors from an opt-in pool of willing committee members at the start of the semester, providing a structured fallback in case of schedule constraints or interpersonal conflicts. Members also discussed disseminating the finalized language as recommended guidance across other campus governance councils and incorporating it into the PBC committee bylaw template adopted in October 2020. The item was tabled for constituency consultation ahead of a formal vote at a future meeting.
Participatory Governance 2025–26 Evaluation Cycle presented by Karen Engel, Dean of Planning, Research, and Institutional Effectiveness (PRIE)	**Information:** Dean Karen Engel initiated a discussion regarding whether PBC should continue administering the Participatory Governance evaluation survey annually every spring or transition to a biennial or triennial schedule to mitigate survey fatigue and allow recent governance reforms time to take effect. Dean Engel noted that roughly 80 individuals responded to the prior year's survey across all constituency groups. **Discussion:** Council members weighed survey fatigue against representation equity. Kassie Alexander noted that skipping a year would exclude an entire cohort of student representatives from providing feedback, given annual student turnover. Maria Huning and Chanel Meanor concurred, emphasizing the necessity of capturing

	annual feedback from both students and classified staff to ensure their governance voices remain represented and actionable. Finding no compelling reason to alter the existing schedule, the Council reached consensus to maintain the annual evaluation cycle and instructed representatives to encourage participation among their respective constituencies.
PBC Role in Personnel Requests Process (2026–27) presented by Maria Huning and Diana Tedone Goldstone PBC Co-Chairs	**Information:** Co-Chairs Maria Huning and Diana Tedone-Goldstone reviewed PBC's established procedure for the annual new position request process. To prevent scheduling fatigue and low attendance experienced in prior multi-day presentation cycles, PBC only hosts live presentations for newly requested positions or previously requested positions undergoing substantial modifications, while recurring unchanged requests are posted directly to the PBC staffing webpage. Dean Karen Engel confirmed that the Nuventive program review portal had been unlocked and reminded members of a firm submission deadline of Friday at 5:00 p.m., noting that at least one new faculty request in Business was anticipated. The Co-Chairs explained that live presentations will be integrated alongside regular business during the upcoming November 18, 2026 PBC meeting, with scheduling adjustments accommodated for presenters with teaching conflicts. Slide decks and temporary Zoom recordings (available for approximately 180 days) will be published on the PBC website for committee review.
Fall 2026 Enrollment and Modality Update presented by Chialin Hsieh, Vice President of Instruction	Presentation: Vice President of Instruction Chialin Hsieh presented the Fall 2026 Census Day enrollment report aligned with Educational Master Plan (EMP) indicators 1.3 and 2.12 and ACCJC standards. Total course enrollments reached approximately 12,000 (an increase of under 1% compared to Fall 2025), while student headcount rose 5% to over 7,000, including an 8% increase in first-time students. The overall fill rate reached 81%, surpassing the institutional goal of 80%, with 1,500+ FTES, 102 actual FTEF (following the cancellation of 12 low-enrolled sections), and a multi-year high productivity load of 461. Regarding instructional modality, 50% of scheduled sections were face-to-face (accounting for 41% of enrollments), 26% were online asynchronous (accounting for 40% of enrollments and the highest fill rate and load), 15% were hybrid (13% of enrollments), and 9% were online synchronous (6% of

	enrollments). Evening enrollments declined by 18% from Fall 2025, largely driven by low-enrolled evening section cancellations. **Discussion:** Rosie Marie Mendoza Morrison raised concerns regarding the scarcity of evening in-person courses required for working adult students to complete degrees, sharing her personal experience of having required evening courses canceled days before the semester began. Deans Alex Kramer and Ameer Thompson explained that evening scheduling relies on historical enrollment data, the Program Completability Dashboard, core course rotation tracks, faculty availability, and evening lab staffing logistics; Dean Kramer offered to follow up offline with Rosie regarding Business, Design, and Workforce courses. Chanel Meanor inquired about marketing for low-enrolled courses and shared that Studio Arts students had to organize peer enrollment to prevent required degree courses from being canceled. Vice President Hsieh noted that the college tracks two-year degree completability closely—identifying current core course gaps in Ethnic Studies (AA), Geography (AA-T/AA), Music (AA), and Studio Arts (AA-T), while successfully resolving a prior gap in Drama - and converts canceled sections into late-start courses supported by targeted outreach. Gampi Shankar suggested incorporating full academic-year comparisons (including summer) and course success rates into future reports, which Vice President Hsieh agreed to explore.
Associated Students of Cañada College	Chanel Meanor reported that three new student senators (Russell, Jason, and Manny) are leading a student experience survey regarding vendor cards, which has expanded to Skyline College and College of San Mateo to capture qualitative retention impacts. ASCC is also drafting resolutions for the State Student Senate in partnership with Academic and Classified Senates and collaborating with the District Student Council on an ad hoc committee addressing student housing and regional transportation gaps (specifically serving Woodside, La Honda, and Skylonda).
Classified Senate of Cañada College	Maria Huning reported that Classified Senate received a presentation from Dean Max Hartman on the Work-Based Learning Inventory Survey, voted to expand inclusivity for the Classified Professional Development pilot, reviewed SparkPoint food security support funds for classified staff, celebrated the Pat

	Hanada Bench Rededication event, and discussed district inconsistencies regarding field trip procedures.
Academic Senate of Cañada College	Diana Tedone-Goldstone reported that Academic Senate introduced a resolution to lower the local low-cost textbook threshold from $40 to $30 to align with updated state guidelines (scheduled for a vote at December meeting). Additional updates included the launch of the district-wide Student AI Survey, a Work-Based Learning Inventory presentation, and draft revisions to student grade grievance procedures concerning Canvas access. Upcoming agenda items include a bachelor's degree proposal in Interactive Design, Institutional Learning Outcomes graduation survey results, and preliminary discussions on annual course scheduling.
Planning Council Reports: **IPC, SSPC, EAPC**	**IPC:** On behalf of Allison Hughes, it was announced that the Instructional Planning Council (IPC) will review instructional comprehensive program reviews on November 20 and reassigned time applications on December 4, with a preparatory rubric review on November 6. **SSPC:** Reporting on the Student Services Planning Council (SSPC), Maria Huning noted discussions on the AI Student Services Inquiry Group, a CARES team presentation on student advocacy, Danny Lynch's Pre-Health Pathfinder web tool, and Dr. Scott's update on transitioning TimelyCare toward county-based mental health support. **EAPC:** Chris Wardell reported updates on the Student Equity and Achievement Plan (male career interest focus groups and technology support), ongoing subgroup work, and votes approving a move of the next business meeting to November 17 and supporting a 9:00 a.m. or 9:30 a.m. Flex Day start time.
President's Update	President Kim Lopez announced that Cañada College will host the Board of Trustees meeting in late March 2027, featuring a ribbon-cutting ceremony and tours for the new Child Development Center alongside a 5-year Educational Master Plan Community Impact Report showcasing the college's 63 initiatives. At the upcoming late-November Board meeting, district and college leaders will present data on alternative course scheduling (evenings, weekends, late-start, and online).

	President Lopez also celebrated the passage of Measure V, noting that while initial funds arrive in 2028 over a 10-year rollout, planning inquiry groups will soon form for the Building 3 Performing Arts Center renovation and future state-matched student housing projects.
Matters of Public Interest and Upcoming Events	Athletics achievements submitted by Nick Carr highlighted strong seasons for women's soccer, men's soccer, and men's basketball. Chanel Meanor invited public feedback by Friday on draft district policies regarding field trips/excursions and time, place, and manner prior to Board review. Christopher Wardell solicited volunteer reviewers for the 2027 scholarship cycle (review window: February 22 – March 19, 2027), with Rose Marie Mendoza Morrison volunteering and PBC Co-Chairs agreeing to distribute this information to their faculty and classified constituents.
ADJOURNMENT	Meeting adjourned at 3:43 p.m.
Next Meeting	The next regular meeting will take place on Wednesday, November 18th from 2:10 to 4:00 p.m.