Cañada College

PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, November 18, 2026
In-Person and Via Zoom
Regular Meeting: 2:10 – 4:00 p.m.

Members present: Maria Huning, Diana Tedone-Goldstone, Julian Taylor, Gampi Shankar, Alicia Aguirre, Julie Luu, Megan Rodriguez Antone, Lizette Bricker, Rosie Mendoza Morrison, Chanel Meanor, Shanda DeRosans, Christopher Wardell, Karen Engel, Kim Lopez, Ludmila Prisecar

Members absent: Kassie Alexander, Roz Young, Nick Carr, Jose Zelaya, Juan Vera, Jacky Ip, Chialin Hsieh, Allison Hughes

Guests and others present: Anniqua Rana, Alex Kramer, Chantal Sosa, Ameer Thompson, Lilian Zheng

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	The PBC consent agenda included the following items: • November 4, 2026, Meeting Minutes • Board approved staffing updates: October 28, 2026 **Call to Order and Quorum Confirmation**: Co-Chair Maria Huning called the meeting to order, joined remotely by Co-Chair Diana Tedone-Goldstone. Quorum was confirmed with at least 13 voting members present across the physical room and Zoom. Dean of Planning, Research, Innovation, and Effectiveness (PRIE) Karen Engel introduced Dr. Lilian Zheng, the newly appointed Senior Planning and Research Analyst replacing Dr. Alex Claxton **Consent Agenda Approval**: The Council reviewed the Consent Agenda, comprising the November 4, 2026 meeting minutes and the October 28, 2026 Board-approved staffing updates. A motion to approve the Consent Agenda was made by Alicia Aguirre and seconded by RoseMarie Mendoza Morrison. The motion passed unanimously. **Regular Agenda Approval and Order Modification**: A motion to approve the Regular Agenda was made by RoseMarie Mendoza Morrison and seconded by Christopher Wardell. Prior to final adoption, Dr. DeVon Scott requested to present second during the Position Request Presentations to observe the

	procedural format. RoseMarie Mendoza Morrison moved to approve modifying the presentation order so Camille Kaslan would present first and Dr. DeVon Scott second; Diana Tedone-Goldstone seconded the motion. The motion passed.
REGULAR AGENDA	
Position Request Presentations presented by Camille Kaslan, Chemistry Faculty and Dr. DeVon Scott	**Feedback Protocol Overview:** Dean Karen Engel reviewed the shared Google feedback form for position requests. Council members and campus community members were instructed to populate the form with proposal strengths, opportunities for improvement, and clarifying questions. Presenters were instructed to review and respond to all submitted questions in the form by the end of the upcoming Thanksgiving break to support the Council's prioritization process. **Chemistry Department Position Requests (Camille Kaslan)** Chemistry Faculty member Camille Kaslan presented a request for two full-time tenure-track Chemistry faculty positions. Kaslan noted that Chemistry is the fifth-largest department at Cañada College by Full-Time Equivalent Faculty (FTEF), averaging 13.5 FTEF over the past two academic years, yet operates with only three full-time faculty and five part-time instructors. Currently, 52% of Chemistry course offerings are taught by part-time faculty, leaving the department's full-time-to-total FTEF ratio at 59%—16% below the state-recommended 75% benchmark. Kaslan emphasized that Chemistry courses serve 12 other science and allied health programs, with General Chemistry I (CHEM 210) achieving a 112% fill rate for Spring 2027 and department-wide student success rates exceeding 75% (compared to the 67% college average). Adding two full-time faculty would raise full-time instructional coverage above 60%, prevent course cancellations (such as a cancelled CHEM 220 section), alleviate faculty overload exceeding collective bargaining limits, and enable planned initiatives including ChemJam tutoring, co-requisite support courses, a Chemical Technician certificate, and a potential four-year vocational baccalaureate pathway. **Disability Resource Center (DRC) Position Requests (Dr. DeVon Scott)** DRC Director Dr. DeVon Scott presented two staffing requests: a full-time DRC Retention Specialist and a full-time Sign Language Interpreter. Dr. Scott reported a 59.5% surge in DRC student enrollment over the past academic year, rising from 385 students in Fall 2025 to over 614 students in Spring 2026. Because DRC students are four times more likely to drop courses, Dr. Scott stated that a dedicated DRC Retention Specialist is critical to conduct specialized intakes, issue timely accommodation letters, collaborate with faculty on tailored classroom accommodations, and intervene during student symptom

	flare-ups - functions a general retention specialist cannot perform due to confidentiality and disclosure barriers. Regarding the second request, Dr. Scott highlighted that relying on external interpreting agencies requires a two-week lead time, which limits deaf and hard-of-hearing students' spontaneous access to campus events and exposes the college to accessibility grievances. Furthermore, agency billing rules—such as mandatory two-interpreter teams and travel/booking fees—resulted in $118,000 in costs for a single student's courses, whereas hiring a full-time staff interpreter at an estimated starting salary of $70,000 would yield substantial cost savings and support active recruitment from the California School for the Deaf in Fremont.
2026-27 Adopted Budget & Multiyear Budget Projections presented by Ludmila Prisecar, Vice President, Administrative Services	**State and Local Fiscal Context:** Vice President of Administrative Services Ludmila Prisecar presented the FY 2026–27 Adopted Budget and two subsequent years of multi-year projections. At the state level, Prisecar noted that Cañada College received $280,000 last fiscal year and an additional $440,000 this year—totaling $720,000 available through 2029 - under the Student Support Block Grant, which funds SparkPoint, food distributions, student assistants, and Super Registration events. Locally, voters approved Measure V, and the Board of Trustees will review project prioritization at its evening meeting. Because state matching funds remain uncertain, the District will prioritize projects 100% funded by Measure V before advancing mixed-funding projects such as Cañada's Building 3 Theater and student housing. **Multi-Year Fund 1 Projections and Fiscal Recommendations:** Prisecar reported that Fund 1 unrestricted budgets are projected to balance across all three years, utilizing one-time funds to offset conservative District site allocation estimates while awaiting final actuals. Expenses are categorized across position control (full-time salaries and benefits), non-position control (hourly and adjunct employees), operational supplies/contracts, and transfers out to subsidize categorical programs such as Promise, Financial Aid, EOPS, and Health Services. Prisecar recommended prioritizing essential operational needs, pausing new positions to review existing vacancies, and planning for long-term financial sustainability. **Community-Supported District Status:** Prisecar underscored the financial advantage of the District's community-supported (basic aid) status, demonstrating via the Chancellor's Office dashboard that SMCCCD received $250 million in FY 2025–26 compared to the $180

	million it would have received under the state Student-Centered Funding Formula (SCFF)—an $85 million District-wide benefit and an $18 million advantage ($45 million vs. $27 million) specifically for Cañada College. **Q&A:** During Q&A, Prisecar clarified that Measure V funds cannot directly pay for operational expenses, though moving scheduled maintenance onto bond funds may free up one-time institutional funds. Regarding Cost-of-Living Adjustments (COLA), Prisecar noted that District COLAs exceed the state's 2.75% rate and are determined through collective bargaining negotiations. Vice President of Student Services Lizette Bricker added that tracking SCFF metrics such as FTES and Pell Grant recipients remains vital because those figures govern categorical program allocations.
Suggested PBC Bylaw Update presented by Maria Huning and Diana Tedone Goldstone PBC Co-Chairs	**Student Representative Mentorship and Onboarding Discussion:** Co-Chairs Maria Huning and Diana Tedone-Goldstone presented proposed Bylaw language drafted in collaboration with Student Senator Chanel Meanor to formalize structured mentorship and guidance for student representatives on PBC. Meanor requested that similar language be incorporated into the governance template for all participatory governance committees to preserve institutional memory. Vice President Lizette Bricker inquired whether Associated Students of Cañada College (ASCC) representatives receive pre-service governance training. Meanor explained that formal training has diminished since the COVID-19 pandemic, leaving student leaders to seek institutional knowledge independently, and requested administrative support to restore structured training and connect current senators with former institutional knowledge holders such as Dr. Michiko Kealoha. Co-Chair Huning agreed to share the adopted language in the standard bylaw template for other planning councils (IPC, SSPC, EAPC). **Motion and Vote on Bylaw Revision:** Alicia Aguirre moved to approve the suggested PBC Bylaw update regarding student representative participation and mentorship; RoseMarie Mendoza Morrison seconded the motion. The motion passed unanimously.
Institutional Learning Outcomes Assessment 2025-26 Presentation	**Survey Methodology and Demographics:**

presented by Karen Engel, Dean of Planning, Research, Innovation and Effectiveness	Dean Karen Engel presented the 2025–26 ILO Assessment report, acknowledging student assistant Nita Enriquez for conducting the data analysis. Following revisions to ILO statements by the Academic Senate and IPC in March 2025 to align with updated accreditation standards, PRIE administered the graduate survey in Spring 2026. Of 680 graduating students, 23% responded (yielding a 7% margin of error), with demographics generally mirroring the graduating class aside from slightly older, more female, and fewer part-time respondents. Engel noted that while two-thirds of graduates complete their studies within three years, Cañada College's overall degree conferral recovery post-pandemic (+18%) lags College of San Mateo (+34%) and Skyline College (+26%). **Quantitative and Qualitative Findings:** Graduates reported high self-assessed gains across Critical Thinking, Creativity, and Communication, while Quantitative Reasoning and Civic Responsibility scored lowest (though still averaging an 80% rating). Disaggregated analysis showed Science and Technology graduates rated quantitative reasoning higher than Humanities and Social Sciences graduates, and less-than-part-time students rated creativity and diverse perspectives slightly lower; otherwise, no major statistically significant equity gaps appeared across race, gender, first-generation, or low-income subgroups. Open-ended responses identified balancing work/family responsibilities, reliance on student initiative to locate support services, and inconsistent advising communication as primary obstacles. Conversely, graduates cited faculty mentorship, peer connections, increased self-confidence, and transformative courses as their most impactful learning experiences. Chanel Meanor suggested future surveys measure student sense of belonging and faculty/staff representation; Engel noted this could be pursued via a separate instrument or Academic Senate request.
Associated Students of Cañada College	Chanel Meanor reported that ASCC meets tomorrow and may adjust PBC student representation to balance committee workloads. District Student Council recently updated its bylaws to establish ad hoc committees on student housing, transportation, and basic needs, and ASCC is partnering with Classified Senate on a Student Senate for California Community Colleges (SSCCC) resolution.
Classified Senate of Cañada College	Maria Huning reported that Classified Senate reviewed the PBC Bylaw update, collaborated with ASCC on SSCCC resolutions, and is finalizing departmental holiday fundraising baskets for display in the Bookstore. Classified Senate also

	initiated discussions on establishing campus memorials and legacy opportunities to honor deceased classified professionals.
Academic Senate of Cañada College	Diana Tedone-Goldstone reported that Academic Senate reviewed Professor Hila Lacefield's initial proposal to apply for state approval of a Bachelor's degree in Interactive Design, discussed Dean Engel's graduation survey, and expressed strong interest in forming a joint workgroup with administration to explore annual course scheduling. Leadership also attended the State Academic Senate Plenary in Redwood City, where workshops included strategies for amplifying student voices in participatory governance.
Planning Council Reports: **IPC, SSPC, EAPC**	**IPC:** On behalf of Allison Hughes, Dean Anniqua Rana invited council members to attend IPC's Program Review feedback session on Friday in Building 9, Room 154 from 8:30-11:30 https://canadacollege.edu/ipc/2627/ipc-agenda-11-20-2026.pdf. **SSPC:** Reporting on the Student Services Planning Council (SSPC), Maria Huning reported that SSPC received a Learning Center tutoring refresher, held its second inquiry group session on artificial intelligence in student services, and organized teams for upcoming program reviews. **EAPC:** Christopher Wardell reported that EAPC will conduct an informal prioritization of position requests to submit to President Kim Lopez via the shared feedback form, noted that the January Flex Day will begin at 9:00 AM, and continued its inquiry group work.
President's Update	President Kim Lopez highlighted three items on the evening's Board of Trustees agenda: Measure V bond project prioritization ahead of December certification, logistics and timelines for the Chancellor search following Chancellor Melissa Moreno's upcoming June 30 retirement, and a presentation on online, evening, and weekend course scheduling. Additionally, President Lopez briefed the Council on a San Mateo County Board of Supervisors El Niño Task Force webinar, warning of severe coastal and bayside flooding projected for mid-next week due to extreme king tides—potentially exceeding 1983 historical levels—and heightened storm risks peaking in January. She urged attendees to register for county emergency alerts. In response to questions from RoseMarie Mendoza Morrison and Chanel Meanor, President Lopez stated she would check with Karen Pinkham regarding

	campus soil stability studies (also noting the Safety Committee meets in December) and confirmed that Cañada College serves as an official county/federal emergency staging and shelter facility when activated by emergency operations.
Matters of Public Interest and Upcoming Events	No matters of public interest or upcoming events were submitted.
ADJOURNMENT	Meeting adjourned at 4:00 p.m.
Next Meeting	The next regular meeting will take place on Wednesday, December 2 from 2:10 to 4:00 p.m.