Cañada College

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

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

Members absent: Christopher Wardell

Guests and others present: Chantal Sosa, Alex Kramer, Wissem Bennani, Nurali Allana, Ameer Thompson, Jacky Ip, Max Hartman, Michiko Kealoha, Sarah Harmon, Jasmine Jaciw

AGENDA ITEM	CONTENT
Welcome, Introductions and Approval of Consent Agenda	The PBC consent agenda included the following items: • May 6, 2026 Meeting Minutes • Board-approved staffing updates: • July 29, 2026 The Council reviewed the consent agenda, which included approval of the prior meeting's minutes and board approved staffing updates from late July. The Council took time for attendees both in person and via Zoom to introduce themselves and share which groups attendees represent. **Motion:** A motion to approve the Consent Agenda was made by Roslind Young and seconded. **Discussion:** none **Abstentions:** none **Approval:** all present members voted in favor of the motion; motion passed
REGULAR AGENDA	
Planning & Budgeting Council Mini Orientation presented by Maria Huning, Diana Tedone-	**Presentation:** The Council reviewed the Planning and Budgeting Council Orientation PBC Co-Chairs Maria Huning and Diana Tedone-Goldstone presented the following topics: "Who is PBC": 25 total voting members, 18-19 active members. Names of members and vacancies reviewed. At-large and Dean Positions have been

Goldstone, PBC Co-Chairs	paused for this academic year. This will be re-visited end of Spring 2027. Allows PBC to be streamlined and achieve quorum. Written word of confirmed Classified Representative members will be shared at next PBC meeting. Reviewed absence policy regarding reaching quorum. Vacancies do not count towards quorum but absences do. Members may be removed or asked to resign after three absences in one semester. PBC members represent their constituency and as a whole the Council makes recommendations to the President. "What is PBC": IPC and SSPC share with PBC updates regarding decisions within their Councils for PBC to then communicate with the President, Chancellor, and SMCCD Board of Trustees. PBC responsibilities can be found in the Bylaws on the PBC website. "Collegial Participation": norms setting is essential in build community and maintain collegial and constructive environment focused on solutions and planning. In order to supporting PBC participation for students, members, guests it is important to use acronyms mindfully, follow ups to address confusion, every perspective deserves to be understood. "The College Planning and Budgeting Cycle": the Council reviewed the Cañada College Annual Integrated Planning & Budgeting Calendar. And the Cañada College Strategic Planning Calendar. This year PBC is planning to plan for our future Educational Strategic Plan. PBC provides feedback on program reviews on a three-to-four-year cycle. These reviews are used to help PBC determine what resources are needed in upcoming years. The Council reviewed the program review timeline and important dates. PBC's role in resource prioritization is to use program reviews as evidence to justify new and replacement positions to the College President. **Discussion**: a question was asked where this presentation will be shared. It is linked to the PBC website, added to the Zoom chat, and is included in the meeting minutes. Link to Participatory Governance Manual also shared in Zoom chat. Positive feedback for presentation shared in the Zoom chat from participants.
Capital Improvement Update	President Kim Lopez shared that the Capital Improvement Update presentation team was unable to attend the September 2nd PBC meeting, they instead requested to join the September 16th PBC meeting to present on capital improvement updates. Action on agenda item not required, presentation moved to September 16th PBC meeting.
Annual Plan for Strategic Priority Projects and Strategic Planning	**Presentation:** Karen Engel presented on this year's Annual Plan for Strategic Priority Projects and Strategic Planning since the College is in the final year of our five-year Educational Master Plan. This year will be a plan-to-plan year, before we write the next five-year plan. The Leadership Retreat planning team developed the following inquiry groups to research and reflect on what

presented by Karen Engel and Inquiry Leads: Anniqua Rana, Allison Hughes, Wissem Bennani, Lizette Bricker, Max Hartman, David Eck, Alex Kramer,	should go into our next 5-year Proposed Inquiry Topics for 2026-27: Accessibility, Artificial Intelligence (AI) (with three subgroups: instructional, student services, and operational), Intentionally Strengthen Enrollment, Student Mental Health, Regional Workforce Alignment, Reimagining the Performing Arts Center, Student Education Journey and Opportunity, Work-based Learning. These topics were discussed in depth during the Retreat on August 6, 2026 and Inquiry Group Leads were identified. A possible additional topic of Course Program of Study (CPOS) because financial aid is seeing student's financial aid packages (including multiple grants) being affected by the courses they take outside of their Student Education Plan. **Discussion**: The Council discussed the possibility of adding Course Program of Study (CPOS) to inquiry topics for 2026-27. Lizette Bricker explained that CPOS is a federal mandate and, therefore, an inquiry group would not be able to change this mandate. Wissem Bennani suggested the outcome of an inquiry group could be waved under the topic of Intentionally Strengthening Enrollment. ASCC representative, Chanel Meanor, suggested that this could be an opportunity to align majors and disciplines across the District and ensure any pre-requisite classes are covered by financial aid. Max Hartman shared that there is work to be done, particularly ensuring pre-requisite courses are included on Student Educational Plans, but we are now in action phase of this topic as opposed to inquiry. Lizette Bricker suggested this topic could instead be incorporated into the student educational journey inquiry group, since the intentionally strengthen enrollment topic is focused on partnerships and outreach. David Eck shared that closely communicating with the Curriculum Committee could help clarify what CPOS does require and next steps the College can take to minimize the impact on our students. Roslind Young seconded David Eck's sentiment, because different answers regarding curriculum questions have been provided and it is important for the College to get ahead of the federal mandate as opposed to reacting to its implications. Kassie Alexander shared that as a counselor it is important to share with students how taking courses at different campuses impacts their transfer success and transcript evaluations. Chanel echoed this sentiment, particularly as STEM students are affected. Max agreed that this topic connects to the student educational journey, but the action should come from partnering with the Curriculum Committee. Allison Hughes suggested a follow up road show could be helpful to verify how we are doing on CPOS communications. Rosie Mendoza Morrison explained it is important to highlight this topic as its own entity, but it should be housed within the student educational journey inquiry group. Allison shared this seems like more of an immediate topic as opposed to a yearlong inquiry group. Karen explained that PBC can ask SSPC colleagues to continue working on this topic as this is not currently an action item but can be discussed in future meetings. Maria and Roslind agreed that this topic can also be taken to classified senate.

	Lizette and President Kim Lopez clarified that this is an issue of course alignment which has been discussed at board meetings and requested Academic Senates work together to with the Curriculum Committee to address course misalignment and irregularities so we know where these irregularities are which will allow us to better advise students. Karen suggests that the approval of the Annual Plan be agendized for the next PBC meeting. . **Presentation**: Karen presented the remaining eight inquiry group topics and identified the leads of each group. Inquiry leads then presented on each topic. Anniqua Rana and Allision Hughes presented on Accessibility. Allison explained that we have a deadline of next Spring for course and instructional material accessibility. We are in the action of making things accessible, there is a question of whether we are aware of everything that needs to be made accessible and supporting faculty. How do we maintain accessibility after the deadline. This inquiry group is needed to address these questions and maintain accessibility moving forward. One of the groups goals will be to collaborate with professional development groups and those who support accessibility. Anniqua explained we will hold an inquiry session in an upcoming flex day so faculty can participate. AI: Diana explained that the AI use in instruction inquiry group will work with Academic Senate to organize and assess how AI impacts teaching and learning. The goal is to develop recommendations for a framework of AI use. Karen shared that the PRIE office is supporting this topic with research. Additionally, there is a Phi Theta Kappa Honor Society student research project surveying students across campus on their AI use in the classroom. Wissem presented on AI use in student services. This inquiry group will explore practical AI tools and ethical use of AI to support students. Will collect feedback from SSPC, this data will help guide the goals of this inquiry group and plan what is needed of student services for professional development in the next 5 years. Karen presented on behalf of Ludmila Prisecar on AI use in operations. This inquiry group with access the potential use of AI in administrative operations with a focus on improving efficiency, service delivery and employee productivity. Chanel asked a clarifying question regarding employee productivity, and wanted to ensure that additional work is not added to employee workloads. Maria and Karen explained that the focus of this group will be productivity and stream-lining processes. Rosie echoed a similar concern regarding the need for guardrails as it pertains to AI use for classified staff and faculty and reducing the workforce – the goal should be to preserve relationships with students and colleagues. Lizette and Wissem presented on Intentionally Strengthening Enrollment. This inquiry group will focus on examining evolving student demographics to

	better align educational needs, while identifying new community partnerships to expand reach and impact. Enrollment is strong, but we know there are changing demographics in our community. Goal of inquiry group is to assess what can be done strategically in the next 5 years to strengthen enrollment. Invite community partners to monthly meetings. Faculty, staff, students, community partners are invited to participate in this inquiry group. Lizette highlighted that the goal is to continue the great work from previous EMP, developing relationships with community members and organizations. Max presented on the Mental Health Inquiry group. Staffing in PCC has expanded and should always stay on our radar. CARES team will continue a deep dive into the resources provided to support student's mental health. This group will also explore the resources available off campus for students. Maria asked a clarifying question of whether others can participate in CARES. Max explained that the intention of this group will use CARES meetings to invite collaborates across campus. Lizette shared that it would be beneficial for Academic Senate to be involved as well as issues arise in the classroom. Chanel asked if there are open CARES meetings for students to join. Max explained that this will be worked on, because confidentially in CARES needs maintained. David presented on the Performing Arts – new building 3 inquiry group. This group is pending, because this group is strongly linked to bond on November ballot. The bond is focused on capital improvement projects. There are currently accessibility issues in building 3, therefore this a high priority of the College. The group will collect feedback from all interested parties to ensure the needs of our internal and external communities are met. Building 3 is an active building for both on campus and off campus events. Chanel shared that a focus on accessibility is crucial for this new building for student use and suggested reviewing accessibility access campus buildings once a year. Alex Kramer presented on the Regional Workforce Alignment inquiry group. The big picture is ensuring that career education programs are meeting regional needs and working to align our programs with emerging trends to ensure our students are able to earn living wage jobs. The focus of this group will on be researching how our programs can support living wage opportunities for our students in high demand fields. Meetings will be held monthly. Open to everyone. Ameer Thompson presented on the Student Education Journey and Opportunity inquiry group. The goal of this group is research rates of transfer, measuring upward mobility, debt to income ratios, and sense of belonging. Surveys and data gathering will be implemented. This group will work closely with IPC and implement student surveys. Chanel asked a clarifying question about a sense of belonging – measuring students' sense of belonging will help under-represented students feel more connected on campus. Max and Alex presented on the Work-based Learning inquiry group. Career

	fair will expose students to career development, internships, and project-based learning. This group will meet monthly. Focused on a deep dive to collaborate with community partners. Karen explained that the Annual Plan will be adopted at PBC September 16th next meeting once all of the feedback is considered and addressed. Final draft will be voted on. Then recommendations will be made to President Kim Lopez.
STANDING ITEMS	
Associated Students of Cañada College	Chanel reported that Karen Engel will discuss participatory governance structures with ASCC. ASCC is working to provide transportation to HBCU events for students happening across the Bay Area.
Classified Senate of Cañada College	Maria provided an update that first meeting will be next week. A Sparkpoint presentation will be shared at the next Classified Senate meeting about a pilot program for classified staff to access groceries. Roslind reminded PBC to start thinking about our baskets.
Academic Senate of Cañada College	Diana shared that first meeting was held the week prior. Shared orientation, discussed leadership retreat, inquiry groups, three officer positions are up for election: VP (1 year), Treasurer (2 years), Adjunct Representative (1 year). Table setting for the upcoming year.
Planning Council Reports: IPC, SSPC, EAPC	**IPC:** Allison shared that first IPC meeting would be on Friday at 9:30 AM. **SSPC:** Lizette shared that the first SSPC meeting would take place next week. **EAPC:** Karen shared that EAPC met the week before. Excellent monitoring of SEAP, presentations from Marketing and English, Math faculty. Discussed highlights from the EACP retreat.
President's Update	Kim Lopez concluded the meeting with an update about the upcoming board meeting on September 9th – the board will formally approve the 2026-27 budget. Upcoming items discussed will also including upkeeping with board policies and procedures. Kim shared that she will be participating in the futures summit, focused on AI. This is an opportunity to learn about the different software

	campuses are using in student services and instruction. Kim will participate in a panel for ACCCA: Association for California Community College Administrators. Participants are paired with senior administrators to learn from each-others experiences and leadership preparation. President Advisory Council will take place on September 16th via Zoom from 12-1 PM. PAC members will be invited to participate in the inquiry groups as well. September 28th is our ACCJC site visit.
Matters of Public Interest and Upcoming Events	Chanel shared that Constitution Day is on September 17th, there will be an art installation, ASCC will hand out Constitutions and ASSC lanyards with red cards attached. Club rush is happening on September 14th. Chanel encouraged those able to act as Club Advisors.
ADJOURNMENT	Meeting adjourned at 4:00 PM
Next Meeting	The next regular meeting will take place on Wednesday September 16th from 2:10 to 4:00 PM. PBC members will be voting on the Annual Plan for Strategic Priority Projects and Strategic Planning Inquiry Groups.