



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, September 18, 2024

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Alex Claxton, Gampi Shankar, Alicia Aguirre, Kassie Alexander, Nick Carr, Karen Engel, Denise Erickson, John Fraire, Alexander Hernandez, Gina Hooper, Jacky Ip, Alex Kramer, Ray Lapuz, Eva Liu for Graham Sheardown, Kim Lopez, Rose Marie Mendoza Morrison, Ludmila Prisecar, Sarita Santos, Chantal Sosa, Christopher Wardell, Junpei Yamaguchi

Members absent: Mayra Arellano, Chialin Hsieh, Megan Rodriguez-Antone, Graham Sheardown, Julian Taylor, Diana Tedone-Goldstone, Jose Zelaya.

Guests and others present: Peter Fitzsimmons, Judy Hutchinson, Jasmine Jaciw, Anniqa Rana, Kathleen Sullivan-Torrez, Ameer Thompson.

AGENDA ITEM	CONTENT
<p>Welcome, Introductions and Approval of Consent Agenda</p>	<p>ACTION: A motion to approve the Consent Agenda, including minutes from the September 4 meeting and board-approved staffing updates for September 11, was made RoseMarie Mendoza Morrison and seconded by Denise Erickson. Motion passed.</p>
<p>2024-25 Adopted District Fiscal Year Budget (Peter Fitzsimmons, Interim Chief Financial Officer, SMCCCD and Judy Hutchinson, Acting District Budget Officer</p>	<p>The Board of Trustees adopted the 2024-25 budget at its meeting on September 11. Peter Fitzsimmons reviewed the budget highlights:</p> <ul style="list-style-type: none"> • The 2024-25 budget is balanced. • Property taxes are projected to increase 5.75% over the prior year 2023-24. This is good for the SMCCCD, which is a basic aid district. The primary resource is property taxes and not general apportionment from the state. • Funding is set aside to support community priorities and board initiatives. • The reserve is in compliance with Board Policy 8.11 with no less than two months of operating expenses. • Funds are set aside for capital projects not funded by general obligation bonds. Measure H funds are winding down. <p><u>Budget Principles</u> The budget principles were reviewed and included balanced budget projections through 2026-27. One key point is is that the budget supports college priorities around participatory governance and accreditation standards.</p> <p><u>State Budget</u> While the state budget is not ideal now, the district is somewhat insulated because of its Basic Aid status. There are some state funds that the district receives, including:</p> <ul style="list-style-type: none"> • \$122.13 million in COLA to the student-centered funding formula (SCFF), however the district negotiates its own based on our fiscal health. • \$14.5 million increase will provide a 1.07% increase in COLA for some categorical programs (EOPS, DSPS, CalWORKS, CARE and more). • \$28.09 million to student-centered funding for .5% enrollment growth, which Peter said our district does participate in because of the Basic Aid status.

Unspent Funds: The state did take back unspent funds. The SMCCCD does have \$2 million in unspent Learning Aligned Employment Program funds that will be paid back to the state along with interest.

One-time funding was reviewed and includes:

- \$12 million for eTranscript California
- \$6 million for Mapping Pathways for credit for prior learning, which may stay at the state coordination level
- \$65 million is reallocated out of Strong Workforce to fund Pathways for Low-Income Workers Demonstration Project, which the district may not get
- \$60 million for expanding nursing programs, which will be a competitive grant opportunity.
- \$20 million in additional support for financial aid departments related to FAFSA delays throughout the state system

SMCCCD 2024-25 Adopted Budget Assumptions

Assumptions include the property tax increase of 5.75%, enrollment, student enrollment fees (both resident and non-resident), Prop 55, Lottery funds, Mandated Cost Block Grant and inflation of 3.23% based on the California CPI.

2024-25 Initiatives to Support Students and the Community

Peter reviewed the community priorities, which include:

- As part of the SB893 Free College Initiative, \$11.2 million in ongoing funds is allocated. The Board waived the application of the health and parking fees, which came at a cost, so the district will allocate \$2 million to backfill the loss of revenue for those programs. There is \$2.3 million in one-time carryover for Free College infrastructure. Total allocation is \$15.5 million.
- Promise Scholars Program receives an \$2.4 million for Promise Scholars Program.
- District Student Housing at CSM (\$55.9 million from the state and \$20 million from the district)
- Basic needs (\$3.7 million, including food and housing insecurity initiatives)
- Cañada Child Development Center (\$14.6 million with both college and district funding)

50% Law – Continued Commitment

The 50% law requires that districts spend at least 50% of their current expense for education on faculty salaries. The district continues its commitment toward compliance. The unaudited prior year results equal 40.71% which is a slight increase from the 2022-23 audited results of 40.47%.

FON (Faculty Obligation Number) and 75/25 Goal

Faculty Obligation is statutory and 75/25 is the goal, with at least 75% of faculty being full-time and 25% part-time. Districts must have a certain number of faculty or it can be penalized. The FON is tied to FTES. Peter reviewed the statistics and SMCCCD is at 67%. Fall 2024 results must be submitted to the state by November 1, 2024.

PERS and STRS Rates Impact on SMCCCD

PERS and STRS are the retirement systems for staff, administrators and faculty. As the employer costs widen, PERS is becoming more expensive and that has a direct impact on the 50% law. PERS costs more than STRS and it is forecasted to be \$40 million for 2027-28.

Unrestricted General Fund Summary

Peter reviewed the district's Unrestricted General Fund, which is considered Fund 1. The adopted budget for 2023-24 was compared to 2024-25.

- Revenue: The types of revenue were reviewed and property taxes is the largest source of funds for the district.

	<ul style="list-style-type: none"> • <u>Expense</u>: Because the state is not provided capital improvement program money and scheduled maintenance funds, \$5.5 million is allocated and Facilities will prioritize what those projects will be. The expenses exclude carryovers from the prior year. <p><u>Adopted Budget – All Funds</u> Peter reviewed all of the district’s funds and the total budget for 2024-25 is \$581.1 million.</p> <p><u>Retirement Trust Fund - OPEB (Other Post-Retirement Employment Benefits) Summary</u> The portfolio value is \$150 million. The district’s actuary did a study and they are estimating our liability at \$128 million. The district is over-funded at \$22 million with a funded status of 117%.</p> <p><u>Looking Ahead, 2025-26 and 2026-27</u> The district is looking at considerations for property tax receipts, enrollment, labor negotiations, insurance premiums, utility costs, initiative expansion/addition and inflation.</p> <p><u>Summary</u> The 2024-25 budget is balanced and it is guided by our district’s mission. It provides resources for students, employees and the community. Resources are provided for community priorities and the reserve complies with board policy.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Alexander Hernandez asked about the difference between the adopted and tentative budgets. <ul style="list-style-type: none"> ○ Peter Fitzsimmons explained that most districts are dependent on the state, so if the state does not adopt the budget until July 1, college districts set up a tentative budget until then. The districts have until September 15 to adopt the final budget. • Gampi Shankar asked about the international fees. <ul style="list-style-type: none"> ○ Peter Fitzsimmons said there is a disparity between the resident fee of \$46/unit versus non-resident tuition of \$367/unit. International students pay the \$46 and the \$367. ○ Alex Claxton said SB 893 only applies to San Mateo County residents and it is by statute. • Alex Kramer asked about the district’s monthly operating cost. <ul style="list-style-type: none"> ○ Peter Fitzsimmons said it is around 16% to 17%. The state changed us from 5% to and they say two months of operating expenses must be set aside, which he estimates at \$32 million. • VP Prisecar asked if the reserves go into a special fund. <ul style="list-style-type: none"> ○ Peter said they stay in Fund 1. The Board can vote to allocate the funds differently in an emergency.
<p>Participatory Governance Survey Results (Karen Engel, Dean of PRIE)</p>	<p>To measure how well participatory governance is working at the College, a survey was administered in spring 2024 to classified staff, full- and part-time faculty, administrators and students. Highlights from the Participatory Governance Survey were shared. Dean Karen Engel said the response rate was up 109% from last year, primarily because many more students responded. 28% of Classified Staff, 40% of full-time faculty, 18% of part time faculty, 69% of administrators and 2% of students responded. The survey questions were reviewed:</p> <ul style="list-style-type: none"> • <u>Participatory Governance</u>: People were asked if they served on a participatory governance council, senate or committee and if they do, do they feel that the committee is fulfilling its roles and responsibilities. Nearly all respondents indicated their Council or Committee is fulfilling its roles and responsibilities, with a few exceptions on EAPC, ASCC, IPC and the Technology Committee. • <u>Awareness of EAPC</u>: People were asked whether or not they were aware of the Equity and Antiracism Planning Council and, if so, whether EAPC should continue to report to the

	<p>President. Some administrators and PT faculty responded negatively. There was an opportunity to provide open-ended feedback. Most of the respondents (75%) said EAPC should continue to report to the President.</p> <ul style="list-style-type: none"> • <u>Other types of service</u>: People were asked about other types of service, including work groups, task forces, hiring committees and more. Most students were not involved in those committees. • <u>General participatory governance</u>: Respondents were asked if the campus community is encouraged to participate and if roles and responsibilities are clear. All constituencies responded that the campus community is encouraged to participate. Part-time faculty were the only group that felt the roles and responsibilities were not clear to them. • <u>Program review overall</u>: Respondents feel like it is working. • <u>Program review engagement</u>: Part-time faculty disagreed with the statement (median) that they “engage in dialogue with others in [their] department or service area about how to improve [their] program view PLOs and SLOs. • <u>Budget</u>: All groups understand the College’s annual resource request process (median) and feel that employees have adequate opportunities to participate in resource prioritization and budgeting. • <u>Planning and college goals</u>: Part-time faculty and students are not as aware of Cañada’s goals for the College. • <u>District procedures</u>: Part-time faculty strongly disagreed (median) with the statement “The District’s procedures for hiring full-time, permanent employees are clearly communicated.” • <u>Participatory Governance Overall</u>: People were asked if the College’s four main constituent groups are balanced in the College’s participatory governance process and median responses were neutral or positive, with the exception of part-time faculty who disagreed that the process is working well at Cañada. <p><u>Comments</u>:</p> <ul style="list-style-type: none"> • Junpei Yamaguchi asked what kind of follow-up is going to be done around issues that have been raised by part-time faculty. <ul style="list-style-type: none"> ○ Gampi Shankar would like to see how these survey responses compare with prior years. ○ Dean Engel said these results could be presented to Academic Senate and which could also discuss how the College could better address these issues. • Alexander Hernandez would like to see more improvement toward part-time faculty communication. <ul style="list-style-type: none"> ○ Dean Engel said that recommendation should come from Academic Senate.
<p>Possible Changes to Program Review Personnel Presentations (Alex Claxton, Classified Senate President)</p>	<p>Gampi Shankar said they want to address the process because it requires a lot of work across all of the groups on campus and they would like the Senate members to shift the approach. Alex Claxton said last year there were 39 classified positions and seven faculty positions requested. Through the general process, each group presented to PBC over two days with 2.5 hours allotted each day for presentations.</p> <p>Classified Senate is proposing that the College shift to a model where only new or substantively-changed positions would have a presentation. Continuing or ongoing requests will still submit their request and it will be prioritized with the others, but there would be no presentations. Classified Senate will act on the proposal at its next meeting.</p> <p><u>Comments</u>:</p> <ul style="list-style-type: none"> • Nick Carr asked if groups would be able to update their presentation that they submitted last year since their needs may have changed.

- Alex said for new proposals and those that have changed substantively, presentations could be updated. For those requests that are the same with no changes, then there would be no presentation.
- Gampi Shankar suggests that the process needs to be more efficient and Alex said the goal is to streamline. They acknowledged that the constituency groups could feel differently.
- Alex explained that the scheduling of the presentations, which are held on a Wednesday and Thursday, requires a lot of coordination and it is quite a demanding process. He said once they hear from Classified staff and faculty, they will make a decision.
- Junpei Yamaguchi asked if there is a risk that the prioritization would not be made if a presentation was not held.
 - President Lopez assured the PBC that not having a presentation will not affect her decision.
 - Alex Claxton said the presentations from previous years will be available to view. He said the presentation is not the deciding factor, but it is usually based on the budget and the College's priorities.
 - Dean Engel said the requests are made in Nuventive and when you request a position, you will be asked if this is a new or continuing request. The presentation archives are in the system and we will also have the presentation recordings.
- Junpei Yamaguchi asked if there is a consequence to not having the presentations.
- Alex Claxton said the PBC created the position request presentations to provide greater transparency around the requests and to make it a more involved process. They want to avoid having people give the same presentations to save time. He said this will be a pilot and they will wait for staff and faculty input. The suggestion to pilot the process will be decided at the next PBC meeting.
- Chris Wardell asked if the department or program has to wait until they are in program review to make a position request or can the request be made on an annual basis.
 - Alex said the request is made through Nuventive, so if people are making research or personnel requests off-cycle, then it would just be an annual update.
- Eva Liu asked if PBC addresses other problems and she talked about the process for reporting WiFi problems that students are having when on campus.
 - Alex Claxton referred her to the Technology Committee, which is the group that addresses IT problems on campus. They will report back to PBC. She suggests making the communication better with students. Ludmila Prisecar suggested she report the issue to ITS: <https://helpcenter.smccd.edu/requestform/>
- Alexander Hernandez talked about ways of obtaining data from students and asked if a survey could be done. They would like to improve communication to students. Eva Liu said she will talk to the Commission on Publicity to see if they can find a representative. He asked about the hierarchy at the campus.
 - Alex Claxton said the reporting can go to the ASCC and then presented to PBC. There is a participatory governance manual that can assist with the college structure at: <https://canadacollege.edu/pgm/>
 - Dean Engel said the ASCC also makes recommendations directly to the President. Dean Engel reminded PBC members about the participatory governance orientation on September 20.

Dean Engel posted a link to last year's position requests and presentations at:
<https://canadacollege.edu/planningbudgetingcouncil/staffing.php>

<p>Accreditation: Appointment of members of the PBC ISER Steering Committee for Fall 2024 (Karen Engel, Dean of PRIE and Accreditation Liaison Officer)</p>	<p>Dean Engel, the College ALO, indicated that PBC, which serves as the College's Accreditation Oversight Committee, needs to identify a subset of faculty and staff who will serve as Standard Tri Chairs and serve on the ISER Steering Committee during this important year of institutional self-evaluation. The Steering Committee will help read drafts that the ISER writing team will write.</p> <p>Gampi Shankar announced that Academic Senate has appointed the following faculty to serve as Standard Tri-Chairs during the 2024-25 Academic Year:</p> <ul style="list-style-type: none"> • Standard 1: Institutional Mission and Effectiveness, Alicia Aguirre • Standard 2: Student Success, Kassie Alexander • Standard 3: Infrastructure and Resources, Gampi Shankar • Standard 4: Governance and Decision-Making, David Eck <p>Classified Senate has appointed Alex Claxton to serve as the Tri-Chair for Standard 2. Alex is hoping that people's schedules will shift between now and next semester and additional Classified staff can be appointed. Interested people are encouraged to email Alex Claxton. A link to the Accreditation ISER Steering Committee appointments may be found here: https://canadacollege.edu/planningbudgetingcouncil/2024-25/iser-2024-25-steering-comm-duties-draftv2-for-pbc-sept-4-2024.pdf</p> <p>ACTION: A motion to adopt the ISER tri -chairs with Classified staff to be potentially added at a later date was made by Alex Claxton and seconded by Denise Erickson. Motion passed.</p>
<p>STANDING ITEMS</p>	
<p>Associated Students of Cañada College</p>	<p>Eva Liu said the ASCC is working on finalizing all of their senate positions. The ASCC is also planning Halloween activities and are meeting their colleagues.</p> <p>Alexander Hernandez said they are also working on the Lyft initiative to expand Lyft for one more semester.</p>
<p>Classified Senate of Cañada College</p>	<p>Alex Claxton reported the following:</p> <ul style="list-style-type: none"> • On September 26, the Classified Senate is holding a "Soup Off" event in Room 9-123 from 11:30-1:00pm. They are asking participants to bring a 10-cup batch of soup for faculty and staff to sample. Alex will send the flyer to the PBC committee. • The next Classified Senate meeting on September 26. It is open to everyone.
<p>Academic Senate of Cañada College</p>	<p>Gampi Shankar reported the following:</p> <ul style="list-style-type: none"> • The Academic Senate formed a Program Improvement and Viability (PIV) committee last week to look at a document for the Funeral Services Program. They will use the framework to come up with a recommendation for Academic Senate. • Evaluation forms are being looked at by Academic Senate. • There was a request for a PCC Counselor (Personal Counselor) and the Senate will address it this week. • Chancellor Moreno spoke to the Academic Senate about the upcoming IEPI PRT visit to Cañada College on October 2.
<p>Planning Council Reports</p>	<p>IPC: No update was reported. SSPC: No update was reported. EAPC: Dean Karen Engel and Student Junpei Yamaguchi are the EAPC reps to PBC this semester. Junpei said they talked about their focus with departments on campus, community members and Public Safety officers. Here is the full update:</p> <ul style="list-style-type: none"> • The EAPC shared upcoming professional development opportunities along with plans to start the Employee Resource Groups that the chancellor is piloting for Black employees, Mothers, Womxn of Color and Allies, White Allies, and encouraged others to submit their own proposals. Details can be found in the agenda and notes on the EAPC website.

	<ul style="list-style-type: none"> • They planned their first community service opportunity (food distribution with Second Harvest), which happened on September 17. • The council has decided to move forward with one main workgroup, community building with Public Safety, this semester, in addition to ongoing work to monitor the Student Equity and Achievement Plan and focus on the three EMP goals that they were assigned. • Interest was expressed in looking at the CCSSE data as well as the ADA evaluation.
President's Update	<p>President Lopez reported the following update:</p> <ul style="list-style-type: none"> • On September 19, Cañada College is conducting its first Listening Session in East Palo Alto at the YMCA on 550 Bell Street at 5:00pm. Following dinner, the College will be facilitating a conversation with its partners in ways to enhance services and support for our constituents and potential students. • The October 23 Board Meeting will be held at the City Council Board Room in East Palo Alto and Cañada College has been asked to provide a presentation on our efforts to increase access to higher education in our South San Mateo County communities, specifically East Palo Alto, Belle Haven and North Fair Oaks. Many of our community partners will be in attendance and speaking about our efforts. Please attend in-person or via Zoom if possible.
Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> • Nick Carr and Dean Kat Sullivan-Torrez said there are two sporting events this week: <ul style="list-style-type: none"> ○ Men's Soccer is currently ranked third in the state with regards to power points, and 10th in the coaches poll. The next home game is against Clovis Community College on Friday, September 20 at 1:30pm. ○ Women's Soccer is 4-1-2 (2nd in the Coast-South Conference). They have a home game against Cosumnes River College on Friday, September 20 at 4:00pm. • Chris Wardell said the FAFSA process will not be open on October 1 due to challenges encountered by the FAFSA Simplification process initiated by the Department of Education (DOE). The DOE has announced that it should be open by December 1 for applications for the upcoming 2025-26 academic cycle. Students are encouraged to attend weekly workshops in Building 9, Room 9-110 in the Welcome Center where they can receive drop-in support for current FAFSA and Dream Act processes through November. <p>Chris noted that students can still get help for the 2024-25 academic year. The FAFSA application process is open until June 30, 2025 (this is the last day to submit a FAFSA for the 2024-25 cycle). Chris is actively helping students complete their applications.</p>
ADJOURNMENT	<p>ACTION: A motion to adjourn the meeting was made by Alex Claxton and seconded by Interim VP John Fraire. Motion passed.</p> <p>The meeting was adjourned at 3:52 p.m.</p>
Next Meeting	The next meeting will be held on October 2, 2024.