



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, October 2, 2024

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Alex Claxton, Gampi Shankar, Alicia Aguirre, Nick Carr, Karen Engel, Denise Erickson, John Fraire, Alexander Hernandez, Chialin Hsieh, Jacky Ip, Alex Kramer, Ray Lapuz, Kim Lopez, RoseMarie Mendoza Morrison, Ludmila Prisecar, Megan Rodriguez-Antone, Sarita Santos, Chantal Sosa, Julian Taylor, Diana Tedone-Goldstone, Christopher Wardell.

Members absent: Kassie Alexander, Mayra Arellano, Gina Hooper, Graham Shearwater, Junpei Yamaguchi, Jose Zelaya.

Guests and others present: Liliana Garcia-Arteaga, Anniqa Rana, Kathleen Sullivan-Torrez, Peter Tam, 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 18 meeting, was made Vice President Chialin Hsieh and seconded by Christopher Wardell. Motion passed.</p>
<p>Fall 2024 Enrollment Update (Chialin Hsieh, Vice President of Instruction)</p>	<p>Vice President Chialin Hsieh Supports talked about course enrollment and modalities for fall 2024. The College’s work supports Educational Master Plans 1.3 (Create a student-first course schedule) and 4.12 (Offer key courses in multiple modalities). This work also supports ACCJC Standards 2.5 and 2.6. VP Hsieh reviewed the College goals, course enrollment, headcount, fill rate and load. Overall, the College’s goals were exceeded. Cañada aspires to an 80% fill rate and that was met in the summer. She explained that load for the state is usually 525 and Cañada’s goal is 450 because our classrooms are smaller, so the College is at its goal. The fill rate is 76%, which looks at how many students are in the class and how many students are needed to make for a full class.</p> <p><u>Effective Management of Enrollment by modalities at census day.</u> The percentage of sections in the different modalities was reviewed for fall 2024. For hybrid courses, half of class time is asynchronous online and half of the class time is face-to-face. Online asynchronous is 25% of the College’s sections, online synchronous is 10%, hybrid is 17%, and 48% of our sections are face-to-face. The fill rates are 82% for online asynchronous, 72% for online synchronous, 75% for hybrid and 74% for face-to-face. The fill rate is higher this fall semester than in fall 2023.</p> <p>Enrollment by modality showed 34% enrolled in online asynchronous courses, 7% in online synchronous, 17% in hybrid courses and 42% in face-to-face. Last year, the enrollments were lower. VP Hsieh said the deans are trying to gauge the students’ needs. Alexander Hernandez asked if Cañada is trying to get more students on campus or more students overall? VP Hsieh said it is dependent on the students’ needs. President Lopez said we want to get to the point where what we are scheduling is what students are taking.</p> <p><u>Point in Time Comparison:</u> VP Hsieh reviewed the point in time comparison and course success, which showed metrics from fall 2022, 2023 and 2024 in enrollments, headcounts and more. One of the EMP objectives is to build the structure to support evening students, and she highlighted the evening enrollment. Evening enrollment has increased from 703 in fall 2023 to 991 in fall 2024.</p>

	<p><u>Enrollment Comparison:</u> Enrollment comparison Fall 2022, 2023, 2024 (post-pandemic) was presented and all three fall semester enrollments have increased. Pre-pandemic fall 2019 was compared to fall 2024 and the enrollment trend shows that fall 2024 has increased over 2019. Student Enrollment Behavior: The instructional deans discussed student enrollment behavior to determine when students register for courses to gauge if the way we schedule courses is good for students. A comparison of fall 2024 and fall 2019 enrollments showed enrollments 20 days and 10 days before the start of classes, on the first day of classes, and for 10 days after and 21 days after, which is Census Day. The comparison showed that the student registration pattern for 2019 and 2024 did not change as much as the comparison between 2019 and 2023. The fill rate is important to consider and VP Hsieh said the College has to be strategic about adding new courses. A comparison by division was also shown.</p> <p><u>Comment:</u> Alexander Hernandez asked if there needs to be more communication to returning students and concurrent enrollment high school students.</p> <ul style="list-style-type: none"> • VP Hsieh said there are Priority Enrollment (PEP) days and Chris Wardell said there will be a PEP Day for spring 2025 enrollment on December 10.
<p>Cañada’s 2024-25 Adopted Budget (Ludmila Prisecar, Vice President of Administrative Services)</p>	<p>Vice President Prisecar reminded PBC that the SMCCCD is a basic aid/community-supported district and what that means for the district. The district attained this status in 2011 and our funding primarily comes from extra revenue from higher property taxes. She said the district is fortunate to be community-supported as most other community colleges in the state are not.</p> <p><u>Budget Calendar:</u> By law, the community college districts must adopt their budgets by September 15. The SMCCCD adopted its budget on September 11.</p> <p><u>Important Dates:</u> The Governor’s budget comes out on January 10 of each year. The Governor’s revised budget is released on May 15 and the district presents its tentative budget on June 30. There is also more information on the state budget by June 30. The district’s final budget is approved on September 15.</p> <p><u>Resource Allocation Model</u> The district developed the resource allocation model as a method of allocating funds to the colleges, district office and facilities/central services. Information on the resource allocation model is on pages 82-83 in the district’s adopted budget.</p> <ul style="list-style-type: none"> • <u>Step 1:</u> Last year, Cañada received \$34 million or 23.78%. The College is at 21.42% FTES, however the resource allocation model takes into consideration that Cañada is a smaller site, so we get more resources than we normally would if it were based on the FTES. • <u>Step 2:</u> Funding is provided for Central Services, which supports all of the sites and the needs were summarized. The budget increased to \$16.6 million and includes funding for SB 893 (free college), which increased by \$3 million for 2024-25 over 2023-24 and is \$7.6 million. <ul style="list-style-type: none"> ○ <u>Scheduled maintenance and bond funds:</u> VP Prisecar said that \$5.5 million is needed for scheduled maintenance in order for our buildings to function and it comes off the top before all other allocations. The scheduled maintenance does not come from bond funds. ○ President Lopez said the bond funds paid for the new construction on campus. For the past 20 years, the district was fortunate to have three bond measures that were approved. They totaled \$1.5 billion and that was invested back into the three campuses. The bond funds paid for new construction on campus. There are no more bond funds and Chancellor and Board are looking to see if voters would be interested in approving another bond. ○ Other items that increased are utilities, insurance, PT faculty office hours, and consulting fees.

	<ul style="list-style-type: none"> • <u>Step 3:</u> Allocate square footage. More personnel support is needed when a new building is opened. • <u>Step 4:</u> Allocate growth based upon increases/decreases in FTES average vs. goal. It tracks our international FTES. Previously, the resource allocation model provided a base for international FTES and campuses would receive an amount per FTES. Campuses would either get increased or decreased funds depending if FTES went up or down. Last year, the Board decided to use the increase in the FTES for international students toward free college instead of funds going to the campuses. This also impacted the district's allocation as well. • <u>Step 5:</u> Allocate 20% of the College Growth Allocation to the district office. It includes the FTES growth allocation and international student FTES. • <u>Step 6:</u> Allocate any special amounts agreed upon. This includes COLA, step increases, LSI, college technology and anything that the campuses are sharing. Cañada received \$2.6 million overall. <ul style="list-style-type: none"> • Alex Kramer asked how the technology expense is calculated in Step 6. VP Prisecar said ITS provides a list of all the software and technology purchase orders, showing how much is districtwide and how much is per campus. If the college projects that next year requires more purchases, then they request an additional allocation. • <u>Step 7:</u> Allocate any remaining available funds. There is a negative \$3 million overall so the deficit is split across the sites based. • <u>Step 8:</u> Final Allocation: A summary of the final allocation of \$36.3 million was presented and there is a total increase of \$1.5 million over the prior year. <p><u>Remaining Funds:</u> VP Prisecar reviewed the historical trends for Cañada College that show remaining funds from 2016-17 to 2024-25. In prior years, the resource allocation model was giving additional funds and Cañada accumulated those funds to use for capital improvement projects on campus. Beginning in 2021-22, those funds have decreased based on priorities that the district wants to focus on. Cañada has not overspent on projects, but has been fortunate to be able to accumulate the extra funds, which is why the College has the funding to pay for a Child Development Center. At this point, Cañada has not overspent funds and would not have to return money to the district.</p> <p><u>2024-25 Projected Budget:</u> The College started with \$1.4 million and \$36 million came from the resource allocation model. Approximately \$3 million came from office hours and other sources, so the revenue for the year is \$41.1 million. Expenses for position control and operational expenses total \$39.1 million, leaving a subtotal of \$2.08 million. There are encumbrances and projected savings of \$600,000, so the total is \$2.6 million. All funds were reviewed and that leaves \$2.2 million to transfer to other funds, leaving \$400,000 in funds that have already been committed. The Fund 1 ending balance is close to zero. The College will have to be careful as there is still uncertainty with the state, even though we are a basic aid district.</p>
<p>Program Review Presentation Pilot (Alex Claxton, Classified Senate President and Gampi Shankar Academic Senate President on behalf of the PBC Program Review Sub-Committee)</p>	<p>Alex Claxton and Gampi Shankar talked about the potential change to 2024-25 Program Review position presentations, where position requests that have been presented previously would not need to be re-presented. Gampi said most faculty would like to maintain the status quo and continue to see all presentations, even if they have been previously made. Alex said the Classified Senate recommended that the College proceed with piloting the new Program Review presentation schedule.</p> <p>ACTION: A motion to pilot a new presentation schedule for the 2024-25 Program Review cycle, where only new or substantively changed classified position requests present at PBC in November was made by Alex Claxton and seconded by Dean Karen Engel. Motion passed with one abstention.</p> <p><u>Discussion</u></p>

	<ul style="list-style-type: none"> • Alex Claxton clarified that the pilot is for classified position requests. Faculty position requests will be held as usual. • Nick Carr clarified that people will have the opportunity to still present. He said there are several positions that the KAD Division is requesting that are similar to what they have asked for in the past, but the needs have changed, particularly around the new building. • Diana Tedone-Goldstone asked if a position request that was made last year and was not approved can be presented next year. Alex said he did not yet know, which is why they are piloting it. • Alexander Hernandez asked for an example of a changed classified position. • Vice President Hsieh thanked Alex Claxton and the Classified Senate for their leadership on this to try and streamline the process and not create redundancy.
<p>Compendium of Committees Update and Committee Task Force (Alex Claxton, Classified Senate President and PBC Co-Chair)</p> <ul style="list-style-type: none"> • 	<p>Alex Claxton did a comparison of all committees across the district. CSM has 10 committees, although it is a larger campus, and Cañada has nine committees. Skyline has fewer and the district has the lowest number. Canada does have the largest average committee size at 19. He clarified that this is the participatory governance committees and larger institutional committees, and not senates and smaller advisory committees.</p> <p>Alex reviewed information on effective meetings and committees. Multi-specialty groups generally outperform more homogeneous groups, so having people from different domains brings in a larger pool of information and context. Information on right-sizing committees shows that fewer than six members is too small and more than 12 leads to diminishing returns. He said consensus, rather than unanimity, is the goal.</p> <ul style="list-style-type: none"> • Alexander Hernandez asked if the College should try to get the committees to be sized at 8-10 members. • Alex Claxton thought that was a great suggestion and acknowledged that it is hard to fill the committee positions. <p>Alex Claxton would like PBC to consider forming a task force to review committee membership and make recommendations to each committee where necessary.</p> <ul style="list-style-type: none"> • Alexander Hernandez suggested doing an official assessment and an unofficial assessment to see who would be the best person to serve, depending on what the committee does. <ul style="list-style-type: none"> ○ Alex Claxton said that suggestion could be presented to the task force for consideration. • Karen: she supports the action. She asked if the composition of committee members could be considered, in addition to committee size. Committees increased in size because we went to a division rep model, adding one faculty and one staff per division and there are six divisions. • Nick Carr said the goal with having division representation on the main committees was to bring in more voices from all sides of the campus. Larger-sized committees can provide an opportunity for faculty to find a meeting where they can attend based on their schedule. He feels that with a smaller number of committees, we will lose representation because there will be a smaller number of people who can attend. • RoseMarie Mendoza Morrison agreed that it would be a select few representing the voice of many and she thought that was what we were trying to avoid. <p>Next Steps:</p> <ul style="list-style-type: none"> • Make sure the College Compendium of Committees is updated. • Form a task force to review committee membership and make recommendations to each committee as necessary. • Evaluate what skills/knowledge each committee needs. • Consider membership of the task force.

	<ul style="list-style-type: none"> Assess how many distinct faculty and staff are filling the membership. “When” we have meetings impacts membership <p>ACTION: Vice President Chialin Hsieh made a motion to form a task force to review committee membership and make recommendations and the motion was seconded by Alicia Aguirre. Alicia would like to serve on the task force. Motion passed.</p>
STANDING ITEMS	
Associated Students of Cañada College	Alexander Hernandez reported that the ASCC is meeting to discuss extending the Lyft transportation initiative. They are also working on a food initiative to try to allow more students have access to food. They do want to work on the public Wi-Fi issue, however the other campuses in the district have tried, but have been unsuccessful with this work.
Classified Senate of Cañada College	Alex Claxton reported that the Classified Senate held its “Soup Off” event and it was a success. Eight soups were submitted for the competition and the winner won a pumpkin-themed crock pot. He said that the committee task force and the position request presentation work are the main initiatives.
Academic Senate of Cañada College	Gampi Shankar reported that the Academic Senate approved the Personal Counseling Center position.
Planning Council Reports	<p>IPC: Diana Tedone-Goldstone said the IPC is holding its third meeting of the semester on Friday, October 4. There will be updates from Middle College, AB 1705, the First-Year Experience Program, interest area retention work and more. They will also be talking about the articulation officer reassigned time position and some changes to that position.</p> <p>SSPC: Interim Vice President John Fraire said there were no major updates to report. He invited Vice President Prisecar to make a budget presentation at an upcoming SSPC meeting.</p> <p>EAPC: Karen Engel reported that EAPC met last week and spoke at length with Public Safety on a number of initiatives. They are beginning to more closely monitor the College’s implementation of the Student Equity and Achievement Plan (2022-25).</p>
President’s Update	<p>President Lopez said the Board of Trustees will hold its next meeting on October 23 at 6:00pm in person and on Zoom at the East Palo Alto City Council Chambers on October 23, beginning at 6:00pm on Zoom. Cañada will talk about the Educational Master Plan initiatives around strengthening partnerships in East Palo Alto, Belle Haven and North Fair Oaks initiatives and the expansion of course offerings in these communities.</p> <p>Flex Day is on October 9 and she encouraged people to attend and provide feedback on the Institutional Self Evaluation Report at the collegewide session.</p>
Matters of Public Interest	<p>Ray Lapuz announced that the Filipinx Kick-Off Event will be held on Thursday, October 3, 11:00am-12:30pm, in Room 17-107.</p> <p>Chris Wardell will be moving forward with promoting Dream Service Incentive Grant (DSIG) opportunities for qualifying students. This is a program facilitated through CSAC that allows Dream Act students to volunteer up to 300 hours per academic year (150/semester) and earn up to \$4,500 through their volunteer service.</p>
ADJOURNMENT	The meeting was adjourned at 4:00 p.m.
Next Meeting	The next meeting will be held on October 16, 2024.