



## Planning and Budget Council

Minutes – **APPROVED**

January 23, 2023

1:30 – 3:00 PM

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**Attending:** Li Collier, Patty Collis, Stephanie Dirks, Gene Durand, Robert Ethington, Maggie Fishman, K. Frindell Teuscher, Benjamin Goldstein, Robert Holcomb, Kate Jolley, Sean Martin, Jessica Melvin, Eve Miller, Nancy Persons, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, Debbie Weatherly

**Absent:** D’Juan Brundidge, Frank Chong, Anne Donegan, Rachel McCain

**Guests:** Rachael Cutcher, Leon Hsu, Monica Ohkubo (proxy for Academic Senate faculty appointee)

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### 1. Approval of 12.12.22 Minutes

In reference to the 3% fee charged on donations by the Foundation, it was emphasized the Foundation has not notified people making recurring donations of the fee. The question was asked if the issue is not a purview of PBC, shouldn’t PBC members who sit on the Foundation Board communicate the concern to the Foundation? Kate Jolley said she would take the concern to the Foundation Board as a Foundation Board member.

There was a question of accuracy in the minutes relating to Josh Adams’ presentation portion of the Enrollment Management Plan. The minutes will be sent to him to review and brought back to the next PBC meeting.

### 2. Member Announcements and Clarifying Questions from Previous Meetings

- A request was made to match supporting documents to the corresponding agenda item.
- A couple members felt the new meeting room was too small, however, it was noted additional tables could be set up.

### 3. Accreditation Update – Robert Holcomb

The Accreditation Response Team meets weekly in response to three aspects of our accreditation requirements.

- Disaggregation of Data – SLO Coordinators attended the first training of the new eLumen software. Faculty will need to develop rubrics and learn the interface of the software which needs to be negotiated. The goal to implement in April which could mean compliance of this requirement.
- SLOs on Syllabi – A side letter with AFA for the purpose of accreditation outlines provisions for faculty members to provide SLOs in their syllabi and how they are looked at during the evaluation process. Faculty members will attest SLOs have been included in their syllabi.
- Accountability Systems and Structures - to ensure SLOs are being assessed at reasonable percentage rates.

The SLO Faculty Workgroup sent a recommendation to Academic Senate, portions of which ~~was~~ were not well received, and 1 of the 3 proposed actions was sent back to the group to re-work. Last semester, Academic Senate adopted local definitions for demographic groups that need to be disaggregated, and recommended that the definition of regular assessment change from a six-year cycle to a four-year cycle, and these will also need to be negotiated.

### 4. Grants

#### a. Financial Aid and Basic Needs Community of Practice Grant – Rachael Cutcher

A proposal has been submitted through the Chancellor’s Office for a two-year grant to participate in a community of practice to integrate financial aid and basic needs programs. If awarded, the

grant will provide \$50,000 a year over two years to collaborate with other professionals in the areas of basic needs and financial aid on how to integrate these systems. SRJC has already started by moving Basic Needs and Adult Re-entry programs with Financial Aid, Scholarship Programs and Veterans Affairs. Participating in these communities of practice will help us become a leader in providing these programs to our students. The funds will be used to expand CalFresh outreach, provide expanded services to students, create a welcoming and inviting center, cross train staff, and train students and peer advisors. No new staff will be hired. She anticipates ongoing funding based on the state budget for Basic Needs Centers will continue after the grant.

b. **Improving Undergraduate STEM Education: Hispanic-Service Institutions (HSI Program)** – Leon Hsu

This multi-institutional National Science Foundation grant proposal is to improve upper division physics education and research for 14 California HSI institutions which include 11 CSUs and three 2-year colleges where there is less opportunity for students to get involved in research. The Principal Investigator (PI), a Physics Professor at CSU Fresno, is putting together an online upper division physics class in particle physics. After taking introductory courses, students from these 14 institutions will be eligible to enroll and can then apply for a research experience at CERN, a large particle accelerator located in Geneva, Switzerland. Each year there are ten spots with a minimum of one spot reserved for students from the two-year colleges.

Leon Hsu would administer and promote the grant at SRJC, enlisting eligible students who complete the physics 40 sequence. Funds for student enrollment through the CSU Open University Initiative will be written into the grant so that two-year college students will not need to pay for tuition. All expenses plus a stipend will be provided to students accepted for the research experience at CERN.

This grant connects to SRJC's Vision, Mission and Values by providing impactful and transformative learning opportunities, transforming lives and promoting a love of learning and success. The grant is \$1 million over three years which would be about \$60,000 to SRJC including indirect costs and partial salary for Leon Hsu.

c. **EEO Innovative Best Practices** – Robert Holcomb

This is a \$300,000 two-year grant (\$150,000/year) from the Chancellor's Office which focuses on EEO innovative best practices and provides Deans and Department Chairs the opportunity to participate in professional development to gain insight and more training to develop a set of strategies aimed at retaining and supporting new faculty, particularly faculty of color. Professional development would come from external sources to provide training to Deans/Department Chairs. Although this funding can't be used as direct support to new faculty, it could result in making recommendations of resources to support new faculty. There is no cost to the District.

It was noted retention has been a topic within Council for Racial Equity and Justice, and any initiative for retention should be supported.

d. **Culturally Responsive Pedagogy and Practices Grant (tentative)** – Nancy Persons

[Click here](#) for the Grant Memo. This grant correlates to SRJC's Mission of cultivating a welcoming and anti-racist environment centered on social responsibility and culture awareness and SRJC's Values of restorative justice that identifies and removes oppressive structures and community engagement and relationships founded on cultural competency. The grant is for \$300,000 over two years with a focus to create and provide students with an equity centered, antiracist environment. The goal is to eliminate cultural bias in teaching a curriculum and to counteract institutional racism. The objective is to develop IDEAA-focused professional development opportunities for faculty and expand their capacities to serve students and improve student experiences and outcomes. We can look for ways to help faculty assess student learning outcomes and disaggregation and cultural responsiveness. A series of communities of practice is being proposed, and grant funds could be used for consultants, stipends for facilitators, and compensation for full and associate faculty similar to SEA and Avanzando. Sample activities in the grant include semester-long syllabi, reboot institute, professional development for support faculty, curriculum syllabi designed around specific DEI topics, and data coaching programs.

Sean Martin asked that AFA have the opportunity to review before the grant is accepted.

It was noted that follow up and final assessments of grants should be brought to PBC and included in the grant process.

5. **Shared Governance Survey** – Nancy Persons

As part of the shared governance reorganization, College Council sent a [survey](#) to all committees and councils. There was a discussion as to the purpose of completing the survey since PBC was a result of the shared governance reorganization when Institutional Planning Council (IPC) and Budget Advisory Committee (BAC) merged. PBC members who are on College Council explained the goal of the survey is take a detailed view of the committee structure and ensure committee work is aligned with the strategic plan, is on track with their stated purpose, and if there are overlaps in committee work. It was noted this has been a College Council discussion for several years, and this will help to clarify and ensure committee work is within their charge and aligned with the proper roles of shared governance and collective bargaining units. Jeremy Smotherman pointed out that Committee Evaluations is a listed activity in the Quality Focus Essay, and it is important to have this documentation which was discussed during the accreditation visit.

**ACTION ITEM:** Nancy Persons proposed, and it was agreed, to have the PBC Tri-Chairs complete the survey and bring back to the next PBC allowing for time for members to review in advance.

6. **January State Budget Overview**

Kate Jolley presented an overview of the [State Budget](#) released last week. She noted the budget portrayed a rosy assumption of slow but steady growth despite what is being seen in revenue collections at the state level and is subject to change once the revenue picture becomes more clear. Highlights include:

- Funding 8.13% COLA including Adult Ed, CalWORKs, DSPS, EOPS, apprenticeship and mandated costs program
- .5% growth
- Ongoing funding proposal of \$200,000 plus \$75,000 one-time funds to fund a training opportunity for Chief Business Officers in response to retirements and CEO turnover

One-time funding includes:

- Reduction of \$213 million from 2022/23 allocation for instructional equipment and scheduled maintenance
- \$200 million for student retention and enrollment
- \$14 million for workforce training grants in collaboration with the Department of Forestry and Fire Protection.
- Proposed funding for additional capital outlay projects and changes to student housing grants

The proposal follows the [Roadmap](#) which is the guide to how the budget is set up. Districts who make progress on the roadmap will be rewarded with increased flexibilities around both categorical spending and reporting, although which categorical programs are unknown. Districts are requested to develop dual enrollment agreements with the local educational agencies within their district and develop a one-unit service learning course for high school seniors.

She pointed out the \$200 million funding for student retention and enrollment is to bring back enrollment levels prior to the pandemic. Because of this, however, the state heard from many colleges regarding the hold harmless issues that were put into place last year and created the fiscal gap. The budget includes a note that this will be watched from the statewide perspective, and if districts are not growing going into 2024-25, they will consider a mechanism to decrease funding which she assumes will be kinder than the fiscal cliff. This makes the Strategic Enrollment Management Plan discussion critical, as well as focusing on our long-term fiscal planning.

7. **PBC Conversation Topic: Strategic Enrollment Plan Implementation**

Robert Holcomb presented the [updated Strategic Enrollment Plan](#) based on input from the last PBC meeting. Charts have been updated to establish a baseline. Information is being compiled to include national and statewide trends. He will be meeting with Sarah Laggos for the marketing plan. The plan

is a living, breathing document so there will be opportunities for constant input. He proposed sunsetting the Enrollment Workgroup now that it has developed the plan and create an Implementation Team responsible for implementing the plan strategies. After discussion which included whether the implementation team needed to be a sub-group under PBC, it was recommended and the majority agreed to disband the Enrollment Management Workgroup, and that Robert Holcomb assemble a team to implement the approved plan. He will provide PBC updates and any proposed changes to the plan. He added there is an opportunity for enrollment management training. The plan is being presented at the February Board meeting.

A concern was voiced that the emphasis to reduce the number of units to completion and by identifying unnecessary units will result in fewer specialized courses. This can affect students from completing or divert them from achieving their stated goals which may be essential to their education, well-being, and insights into future paths.

8. **Proposed Agenda Items for Next Meeting – February 13**

None were proposed.

The meeting adjourned at 2:56 p.m.

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[PBC Committee Function](#)