



Planning and Budget Council

Minutes – **APPROVED**

February 27, 2023

1:30 – 3:00 PM

Attending: Li Collier, Patty Collis, Stephanie Dirks, Anne Donegan, Gene Durand, Robert Ethington, K. Frindell Teuscher, Regina Guerra, Robert Holcomb, Kate Jolley, Sean Martin, Rachel McCain, Jessica Melvin, Eve Miller, Nancy Persons, Sandy Sigala, Jeremy Smotherman, John Stover, Debbie Weatherly

Absent: D’Juan Brundidge, Frank Chong, Maggie Fishman, Whitney Schultz

Guests: Brad Davis, Monica Ohkubo (proxy for Academic Senate Faculty appointee), Cathy Prince, Rachel Smith

1. **Approval of 2.13.23 Minutes and Clarifying Questions**

Additional information will be added to the 2.13.23 minutes and brought to the next meeting.

It was clarified that concern about an item that has been already negotiated can be expressed at PBC, however, any discussion that should be an aspect of negotiations should be taken to the Bargaining tables.

Robert Holcomb provided an update that Strategic Enrollment Management Implementation Team is looking at ways to include classified staff associated with specific activities in the implementation of the Enrollment Management Plan.

2. **College Council Survey** – Nancy Persons

Review of the [College Council Survey](#) continued from the last meeting. It was agreed the council's workload is sustainable for committee members, however, a comment will be included in the survey that additional workload for members serving on subcommittees can vary.

3. **PRPP Update** – Jeremy Smotherman

The [2021/22 PRPP Wrap-Up letter](#) will be sent this week, and the [2023 Kickoff letter](#) announcing the start of the 2023/24 PRPP cycle is expected to go out next Monday. To ensure the PRPP process aligns with our strategic planning process, this will be a comprehensive year for all PRPP sections to be reviewed and completed to align with the updated Mission, Vision and Values. Goals and objectives will be updated soon. VPs were reminded to make final approvals in the 21/22 PRPP. A PRPP update will be provided at the next Academic Senate meeting.

The question of where Emeritus facility concerns should be directed was asked, and a list of issues was presented after which several members expressed frustration around problems with the building. Discussion included facility assessments, prioritization, funding, building and safety issues, and as a planning and budget committee how to include in the planning and resource allocation process. It was advised that issues should be directed to the District Facilities Planning Committee, and can be sent to Kate Jolley’s attention. Responding to a question about the Health & Safety committee, it was reported that safety is a mandatory subject of negotiations, the committee has been on hiatus for a couple of years, and facilities related committees are being consolidated into an advisory committee. Information in the redesign of shared governance happening in College Council.

Members were asked to think about PBC in relation to College Council as being the central committees to facilitate and improve communication. It was also noted that PBC does not include a Capital Projects representative.

This discussion will be brought to the PRPP Coordinating Committee and highlights the need to clarify PRPP, the annual planning process, and PRPP, the system.

4. **Strategic Plan Update** – Jeremy Smotherman

The Strategic Planning Coordinating Committee met last week to review the goals and objectives and will meet again tomorrow to finalize a draft to present to the District, PBC, and Academic Senate for feedback.

5. **Perkins V** – Brad Davis and Rachel Smith

An overview of Perkins V which provides federal funding to improve secondary or post-secondary CTE programs was provided. Marketing push includes radio spots with program coordinators. Strong workforce has partnered with Mary-Catherine on IELM requests that align with Perkins V funding. Reference was made to ACCJC Institutional Set Standards and core indicators cited in the NOVA Report.

- [Perkins Project Budget](#) of \$710,000
- [Q2 FY 22-23 NOVA Report](#)
- [List of Allowable and Unallowable Expenditures](#)

The Perkins Funding Application can be found on the Career Education website at <https://ce.santarosa.edu/SWP/Perkins>. Faculty and staff interested in professional development can apply through a Mini-Grant Application also on the website.

6. **Planning and Budget Framework** – Kate Jolley

The [Planning Budget Framework](#) outlines the guiding principles for budget development and is reviewed by PBC each year before being presented to the Board of Trustees. Last year, the Chancellor's Office put forth a recommendation to maintain a minimum reserve of two months' of expenditures which is a 16.7% minimum reserve. A policy change will be brought to PBC in the future and, it was recommended the reserve does not need to be changed in the guiding principles at this time.

A request was made to add an agenda item to a future PBC meeting to discuss parameters for using reserves.

7. **Educational Planning and Coordinating Council (EPCC) Update** – Nancy Persons and Robert Holcomb

[Proposed degrees and certificates](#) evaluated by EPCC was reviewed. EPCC will begin updating policies and procedures in the Community College League of California (CCLC) crosswalk.

Concern raised about adding programs considering declining enrollment was addressed that program development is an academic-led process, evaluated by a number of groups, and goes through the Program Review Process Policy 3.6.

What is the definition of a program was asked. In relation to this discussion, programs are degrees and certificate programs or outcome related academic programs. Each program has a program code which can be found at the Chancellor's Office California Community Colleges Curriculum Inventory (COCI) at <https://coci2.ccctechcenter.org/programs>.

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

Agenda items should be sent to the PBC Tri-Chairs.

The meeting adjourned at 2:51 p.m.