



Planning and Budget Council

Minutes – **APPROVED**

March 11, 2024

1:30 – 3:00 PM

Attending: Li Collier, Patty Collis, Stephanie Dirks, Maggie Fishman, K. Frindell Teuscher, Angélica Garcia, Benjamin Goldstein, Robert Holcomb, Kate Jolley, Sara Jones, Sean Martin, Eve Miller, Monica Ohkubo, Nancy Persons, Joshua Pinault, Theresa Richmond, Whitney Schultz, Molly Senecal, Sandy Sigala, John Stover, Debbie Weatherly

Absent: D’Juan Brundidge, Jeremy Smotherman

Guests: Vanessa Luna Shannon

1. **Approval of 02.26.24 Minutes**

The minutes were approved.

2. **Member Announcements and Questions**

Concern was raised about faculty being excluded from participating in workgroups such as the District Education Plan workgroup due to scheduling conflicts. Multiple time options were given to the DEP workgroup to accommodate as many members as possible. A suggestion was made to identify a meeting time prior to putting out a call.

3. **Golden State Pathways Grant** – Molly Senecal and Robert Holcomb

The [Golden State Pathways Grant](#) (GSPP) creates a partnership with local school districts and the Sonoma County Office of Education (SCOE) to create educational pathways aligned with high-demand, high-wage sectors of innovation like technology, computer science, healthcare, and others. The grant, funded by the California Department of Education, provides up to \$500,000 per consortium member with a \$4 million cap overall. Petaluma City, Santa Rosa City, West Sonoma County Unified, Windsor Unified, and Credo Independent Charter all have expressed interest. Priorities identified include funding infrastructure capacity, programming, and professional development to support dual enrollment.

Discussion included the role of dedicated counselors, the need to identify whether these positions constitute special assignments, addressing challenges with transcript submission and course enrollment, and managing the impact of dual enrollment students on traditional classroom dynamics. Providing structural support services to onboard high school students will be a part of this initiative.

4. **Budget Calendar**

Whitney Schultz presented and reviewed the [2024/25 Budget Calendar](#).

5. **PRPP Update** – Molly Senecal

The [2024 PRPP Kick Off letter](#) was sent out on March 5th, 2024. This is not a comprehensive planning cycle with only sections 2, 4, and 6 required to be completed. To address accreditation requirements and disaggregation of data, sections related to student learning outcomes (SLOs) have been updated and a data dashboard is being created. We must also show there is a plan in the next three years that each course will be assessed at least once. A new section 4.1.B with a table of courses and the semester when they will be assessed was added to the PRPP. PRPP submissions are due on May 24th or contact area Deans if more time is needed.

A new Academic Dashboard has been created with department level data. Providing the data through the dashboard will reduce requests to the Office of Institutional Effectiveness, Research and Planning (IERP). For more specific data, contact IERP, and data will be provided to those who have a legitimate need, and that the purpose of the data is clearly communicated and approved.

6. **Planning Budget Framework Review**

Kate Jolley reviewed the [Planning and Budget Framework](#), outlining our budget development guiding principles. The state has recommended districts maintain a minimum of 16.67%, a two months' reserve. Proposed changes increase the reserve from 10% to 16.67% and the stretch goal from 15% to 25%, a reserve of three months.

In the past reserves have been intentionally used as part of the budget process or used due to unexpected expenses. The process involves presenting the unbalanced budget to PBC, then to the Board, and providing explanations for state reporting. A review of the reserves and fund balance changes are reported at the September Board meeting. There was a suggestion to provide this information to the college.

There were no concerns with the proposed changes, and the Planning and Budget Framework will be presented at the April Board meeting.

7. **Proposed Agenda Items for Next Meeting – March 25**

There were no proposed agenda items.

8. **Additional Announcements**

Stephanie Dirks announced the Categorical Budget training scheduled on Tuesday, March 11th is postponed until after spring break. She also noted that categorical budget reports will go out after the district budget reports. Kate Jolley added that Managers will receive a list of positions for their area.

The meeting adjourned at 2:40 p.m.
