



## Planning and Budget Council

Minutes – **APPROVED**

March 25, 2024

1:30 – 3:00 PM

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**Attending:** Li Collier, Patty Collis, Maggie Fishman, Angélica Garcia, Benjamin Goldstein, Robert Holcomb, Sara Jones, Sean Martin, Eve Miller, Nancy Persons, Theresa Richmond, Whitney Schultz, Molly Senecal, Sandy Sigala, Debbie Weatherly

**Absent:** D’Juan Brundidge, Stephanie Dirks, K. Frindell Teuscher, Kate Jolley, Monica Ohkubo, Joshua Pinaula, Jeremy Smotherman, John Stover

**Guests:** Cathy Prince

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1. **Approval of 03.11.24 Minutes**

A clarifying point regarding the role of dedicated counselors and the need to identify whether these positions constitute special assignments was added to Agenda #3 Golden Gate State Pathways Grant. The minutes were approved to include this addition.

2. **Member Announcements and Questions**

Whitney Schultz announced Accounting and Purchasing in coordination with the Professional Development Committee will hold weekly Wednesday trainings starting March 27<sup>th</sup> at noon. Topics include Purchasing Requirements and Quotes, Contracts, Requisitions and Purchase Orders, Invoices, Budget Development, and Chrome River. An announcement will be sent.

PBC Tri-Chair Jeremy Smotherman will return the beginning of April. Molly Senecal has been assisting with planning with help from IERP staff.

3. **Accreditation Oversight Committee**

Dr. Garcia proposed the formation of an Accreditation Oversight Committee to address follow-up report issues and in preparation for the mid-term report. The purpose of the Accreditation Oversight Committee, a sub-committee of PBC, would be to provide oversight and ensure benchmarks and deliverables required for accreditation are met. Discussion included committee composition, committee charge, and Academic Senate and College Council involvement.

Dr. Garcia will bring a proposal to the April 8<sup>th</sup> meeting for PBC to consider before presenting to College Council. Members interested in participating in developing the proposal can contact Dr. Garcia. Nancy Persons offered to assist.

4. **Enrollment Management Workgroup Update** – Robert Holcomb

The Enrollment Management Workgroup has transitioned from weekly to bi-weekly meetings to give subgroups the opportunity for collaboration. The next meeting on April 15<sup>th</sup> will focus on the Student-Centered Funding Formula (SCFF) to assess funding based on criteria such as completion metrics, equity indicators, and supplemental allocation metrics such as Pell and College Promise grants. Additional strategies focus on growth opportunities for enrollment recovery and dual enrollment which includes CCAP programming.

Credit enrollment has risen 6.05% in spring 2024 compared to spring 2023. Overall enrollment is up 6.77%, however this includes credit and non-credit enrollments projections. Actual data will be available at the end of the semester.

Sean Martin referred members to a Faculty Association of California Community College’s [SCFF webinar](#) and the impact on districts like Sonoma County.

5. **Educational Planning and Coordinating Committee (EPCC) Update** – Robert Holcomb/Nancy Persons

Recent meetings focused on approving and supporting new degrees and certificates including updating curriculum for advanced transportation manufacturing and communication studies transfer degrees. The scope of EPCC includes serving as a multi-constituent clearinghouse for education matters and can serve as a venue for relevant discussions such as artificial intelligence and waitlists. Academic Senate has a waitlists task force to develop proposals to present to the Academic Senate and to consult with EPCC. There was a concern to keep aware of work potentially being duplicated by other committees.

There was a discussion concerning the need to address resource requests as part of the curriculum process for new or revised programs and majors. Although requests should be included in the Program Review and Planning Process (PRPP), these requests don't always receive funding. There is a need for better coordination and integration between curriculum approval and resource allocation process to address resource constraints.

6. **CAMP / TRIO SSS-Health / TRIO SSS – ESL Grants**

Cathy Prince presented a [proposal](#) for three grants. Two TRIO SSS grants for health and ESL serve some parallel populations, and costs and resources can be shared by combining and applying for both grants. Sharing personnel costs will make it more sustainable as any increases are minimal. The program targets 120 students for Health and 140 for ESL. The program is for credit ESL and stipulates student have to qualify to apply for federal financial aid which excludes undocumented students. Counseling support is required with intensive reporting requiring a full-time director for these grants.

Discussion included program implementation, augmenting academic tutoring for the Tutorial Center, the option of writing library support into the grant, ensuring enough ESL students and the possibility of bridging non-credit students into credit pathways with an opportunity to pipeline more students, and concerns regarding the sustainability of funding beyond the grant period and implications to staff.

The CAMP grant targets children of migrant farmworkers to support their transition into college. Students must qualify to apply for financial aid unlike HEP students. The goal is for 25 students including coming from HEP and Adelante and student housing allows us to pull from other counties.

She also provided an update on the status of the HSI Grant application submitted last June. Although funding was missed by 2.7 points, they are revisiting the scored grants to look further down the list of those who did not initially receiving funding, and there's a possibility it may be reduced low enough to grant us funding.

It was noted that these grants would bring 8% to the general fund in indirect costs

All grants demonstrated alignment to the District's mission, vision and values in addition to the Strategic Enrollment Management Plan.

7. **Proposed Agenda Items for Next Meeting – April 8**

Strategic Plan for the April 8<sup>th</sup> or April 22<sup>nd</sup> meeting.

The meeting adjourned at 2:26 p.m.

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