



## Planning and Budget Council

Minutes – **APPROVED**

April 24, 2023

1:30 – 3:00 PM

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**Attending:** D’Juan Brundidge, Frank Chong, Li Collier, Patty Collis, Stephanie Dirks, Anne Donegan, Gene Durand, Robert Ethington, Maggie Fishman, K. Frindell Teuscher, Benjamin Goldstein, Robert Holcomb, Kate Jolley, Sean Martin, Rachel McCain, Jessica Melvin, Eve Miller, Monica Ohkubo, Nancy Persons, Sandy Sigala, Jeremy Smotherman, John Stover, Debbie Weatherly

**Absent:** D’Juan Brundidge, Frank Chong, Li Collier, Whitney Schultz

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### 1. **Approval of 4.10.23 Minutes**

The Minutes were approved for posting.

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

A request was made to keep a running list of proposed agenda items.

Jessica Melvin reported she attended the District Facilities Planning Committee. A discussion followed about how facilities planning and prioritizations are determined. The District Facilities Planning Committee is the appropriate place to hear concerns. The committee is being restructured, and once up and running the process will be more clear. In the interim, issues can be directed to Kate Jolley. Assessing buildings and working conditions were brought up, and it was noted working conditions should be addressed in negotiations, and that a review was completed during the master planning process to compile a project list to be funded by the bond.

A concern was expressed about the effects of the proposed consolidation of committees on shared governance. Nancy Persons reported the proposed consolidations are being discussed at a special meeting of College Council tomorrow. She made note of the concerns and directed any additional comments be sent to her.

### 3. **Accreditation Update** – Robert Holcomb

An [update](#) on the progress made towards SLOs and the accreditation response was presented at the April 14<sup>th</sup> Board of Trustees meeting. There was unanimous approval by Academic Senate of a shared common rubric to align SLOs proposed by the SLO Faculty Workgroup. A group of managers and SLC Faculty Workgroup will attend an overview of Canvas features. Overall a lot of progress is being made on this issue, and he is cautiously optimistic we will be ready by the accreditation site visit likely in November. The SLO software integration with SIS is ongoing, and the hope is to have it completed by the end of the summer. Details are being negotiated for broader faculty training being planned for August 10<sup>th</sup> a District designated activities day.

### 4. **Update on Enrollment Management Plan implementation** – Robert Holcomb

The Enrollment Management Implementation Team continues to meet weekly to work on the activities to improve enrollment. SEM Leads provide updates on implementation, challenges, and resources needed. This summer a team will attend the Management Enrollment Academy training in San Diego to share ideas and best practices. An enrollment management dashboard is being developed to provide regular updates and track progress.

Sean Martin reported he and other colleagues attended a conference where legislative bills to restore repeatability for math and English classes and around dual enrollment programs were discussed. He emphasized the need for advocacy from administrative partners and Boards of Trustees to support these bills. Anyone interested in additional information can contact him.

## 5. Grants

### a. [Title V HSI / CCAMPIS Grants](#) – Robert Holcomb

The **Title V HSI Grant application** is due June 14 and runs for five years with a maximum award of \$3 million. This will be the third HSI Grant, and concepts include focus of all three of the grants working in concert with another, ethnic studies and K12 and SSU teaching pathways, and a mental health component. The grant aligns with the District's mission to serve students and includes a priority for addressing COVID and mental health. The Department of Education allows for flexibility in designing initiatives based on our priorities. A recommendation that funding for professional development be included should be sent to Cathy Prince who is holding an implementation meeting tomorrow.

Reauthorization for the **Child Care Access Means Parents in School Grant (CCAMPIS)** was reviewed. This helps fund child care for low-income students and aligns with the Mission, Vision, and Values and supports our child care facilities.

### b. [Rising Scholars Network Juvenile Justice](#) – Robert Ethington

The Rising Scholars Network for Juvenile Justice Grant along with some of our other grants supports current and formerly incarcerated students. The five year \$1.5 million grant application is due June 5<sup>th</sup>. The program provides on-site programming and juvenile facilities, transitioning support to college campuses upon release, and support from program staff. The grant requires dedicated on-campus space, and there was a question around the logistics of faculty teaching courses which Robert Ethington will look into.

There were no objections to pursue these grants. There was a comment about the grant process, and the need to look at improving the procedure.

## 6. Follow-up on Survey Results – Kate Jolley

Based on comments received at the previous PBC meeting, minor edits were made to the [survey results](#) and [themes](#). There will be a separate process for academic programs so reference to SRT which will undergo a 3.6 review process next academic year was removed. Food resources for child development will be taken offline and was also removed from the list. There were questions about whether SRT falls under the Theater Arts program or is a separate certificate program, and it was clarified that it has its own certificate program. The final version will be presented to the Board as an information item at the May meeting.

## 7. P2 FTES Update

Kate Jolley presented the [District 320 Report P2 FTES](#) submitted to the state and a graph [FTES Comparisons 2223 P2](#) showing the progress made. There was a 5% increase in FTES for 2022/23 based on an estimated spring attendance. For anyone interested in more detail, information can be found on the [Finance and Administrative Services website](#).

## 8. Annual Reports – Kate Jolley and Jeremy Smotherman

The [2022/23 ACCJC Annual Report](#) which shows financial and institutional data for the previous three years was reviewed. [Annual Reports](#) can be found on the [Accreditation website](#). ACCJC refers to the fiscal reports when reviewing the institution's financial stability. Highlights from institutional data include:

- Decrease in enrollment
- Decrease in credit courses
- Increase in Distance Education courses
- Although the stretch goal of 688 is well below the actual number of certificates, there was a decrease likely due to a shrinking population. It was explained the number of certificates is inflated due to certificates awarded for completing general education requirements for transfer.

- Associate degrees and transfers have fallen below institutional set standards due to COVID and declining headcount. We will look at the trends next year and likely make a recommendation to change the standards.

Recommendations for institutional set standards that were brought to the March 13<sup>th</sup> meeting can be reviewed and changes can be made at any time.

**9. Leading and Lagging Indicators for Institutional Outcomes – Jeremy Smotherman**

The [Draft Leading and Lagging Indicators for Institutional Outcomes](#) was presented and reviewed. These metrics will be used to measure the success of the Strategic Plan and help identify areas for improvement and strategic adjustments can be made accordingly. Discussion included:

- Recommendation to add “and 6 years” to Transfer Success since a majority of students take an average of six years to complete.
- Determining an accurate living wage for the District.
- Recommendation to add number of students and who enroll and drop before census and reason for dropping.
- Determining what happened to students who do not complete English and Math in their first or second year.
- Request to add data source - Transfer data comes from National Student Clearinghouse, living wage data from the Chancellor’s Office, and all other data comes from SRJC.

The meeting adjourned at 3:00 p.m.

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[PBC Committee Function](#)