



## Planning and Budget Council

Minutes – **APPROVED**

September 11, 2023

1:30 – 3:00 PM

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**Attending:** Josh Adams (proxy for Robert Holcomb), D’Juan Brundidge, Li Collier, Patty Collis, Stephanie Dirks, Anne Donegan, Gene Durand, Robert Ethington, Maggie Fishman, K. Frindell Teuscher, Angélica Garcia, Benjamin Goldstein, Kate Jolley, Sara Jones, Sean Martin, Eve Miller, Nancy Persons, Joshua Pinault, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, John Stover, Debbie Weatherly

**Absent:** D’Juan Brundidge, Robert Holcomb, Jeremy Smotherman

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### 1. Introduction of Members

Members introduced themselves.

### 2. Agenda Review and Approval of 05.08.23 Minutes

The May 8<sup>th</sup>, 2023 Minutes were not available and approval was moved to the next meeting.

### 3. Member Announcements

There were no announcements.

### 4. Accreditation Follow Up Report

Dr. Garcia presented the Accreditation Response Plan Update for the September Board of Trustees meeting. The [Follow Up Report](#) due October 1st outlines key actions to address compliance requirements relating to student learning outcomes (SLOs) and disaggregated data as indicated in the [June 14, 2022 ACCJC Action Letter](#). These actions included:

- Implementation of new eLumen software for analysis of disaggregated SLO data
- Providing SLO assessment training
- Identifying SLO Faculty Coordinators and Liaisons
- Establishing the Accreditation Response Team and SLO Work Group
- Improving online support tools

K. Frindell Teuscher pointed out SLOs are being monitored through a self-attestation form rather than faculty evaluations. Josh Adams will provide the self-attestation forms to Dr. Garcia and the percentage of SLOs being assessed in the current cycle. He also reported outcomes can be entered in Canvas and linked to the rubric, and the insights narrative to complete the assessment is expected to be released this month.

Next steps include conducting a follow up site visit and interviews. A draft report will be submitted to Dr. Garcia for review, and the Commission is scheduled to meet in January.

### 5. Planning and Budget Council Committee Charge

The [Planning and Budget Council's Committee Charge](#) was reviewed. Comments included:

- The need to bring program review outcomes (Policy 3.6) to PBC for review. There are 128 programs to review. Nancy Persons noted the District Legal Counsel suggests **Program Review, Evaluation, Revitalization, or Discontinuance** (aka the Procedure 3.6) subcommittee of the Academic Senate is a Brown Act committee, and she is checking with ASCCC as well. A recommendation will be made to College Council to adopt a regular meeting schedule for this Committee.
- Review the Strategic Plan and update as needed.

6. **320 Report – 2022/23 Final FTES**

Kate Jolley presented the 2022/23 320 Report and was pleased to report FTES of 13,110, an increase of over 5% from the prior year. Fall 2023 is also looking positive with an increase of 6.22%. This is the last year of the fire waiver, which provide for partial protections. Next year there will be a small reduction as we move into the hold harmless provision from the state and we will need to grow to the floor of the 2024/25 funding level to receive ongoing COLA. The chart on page 5 of the [Budget Presentation to the Board](#) illustrates the existing FTES \$36 Million gap and the projected FTES growth needed to close the gap. Increases in other areas of the SCFF such as the supplemental and success will help achieve closing the gap.

Several strategies to boost enrollment and retention were mentioned including the development of a Strategic Enrollment Management Plan, Caring Campus, dual enrollment, outreach, Enrollment Management Academy, establishment of the Sawubona Center, waitlists, and Pals Program. Dropping the vaccine mandate has also had a positive impact.

Dr. Garcia reported a group of CEOs has been sharing information on the SCFF for the past two years. The funding formula favors Central Valley Colleges benefiting from metrics and population size, unlike high-cost of living areas such as the Bay area and coastal San Diego. CEOs are divided on how to communicate this message to Sacramento, the Chancellor's Office and the Department of Finance. This situation highlights disparities between coastal and rural communities. Colleges that adapted early to success metrics, such as Long Beach City College, are thriving under the funding formula. CEOs have proposed plans to address these issues and there was a lot of support for the hold harmless provision. Ongoing advocacy will be needed to address the impact of apportionment funding on colleges throughout California.

7. **2023/24 Budget**

Kate Jolley presented an overview of the [2023/24 Budget](#). Over \$8 Million was added to the 22/23 Fund, primarily due to revenue backfill from HEERF funds, class cancellations, and spending reductions. Despite increasing the general reserve from 5% to 16.67% as recommended in last year's Budget Act, our fund balance remains healthy with a projected addition of \$1.1 million in the 2023/24 Budget.

She advised that we are approaching the end of the Measure H Bond, and efforts are underway to finalize the project list for presentation to the Board in October. This prompted a discussion of a potential need for a new bond since bond programs are the primary means of building and maintaining facilities.

Concerns were raised about how construction cost overages for projects funded with remaining bond funds can be managed. A small contingency fund has been set aside to provide some flexibility. Of particular concern is the Tauzer Building project as pending bids will determine the feasibility of future projects. Capital Projects is now under the Finance and Administrative Services unit to allow for a more streamlined process for decision making and monitoring project costs.

8. **Discussion Topic: What conversation topics (if any) would you like to see on the agenda this fall?**

In addition to Planning and Budget Training and Strategic Plan Review, members can propose topics at the next meeting.

9. **Proposed Agenda Items for Next Meeting – September 25**

Members can contact PBC Tri-Chairs with any proposed agenda items.

The meeting adjourned at 2:55 p.m.