



Planning and Budget Council

Minutes – **APPROVED**

September 12, 2022

1:30 – 3:00 PM

Attending: Frank Chong, Li Collier, Anne Donegan, Robert Ethington, Gene Durand, Maggie Fishman, Robert Holcomb, K. Frindell Teuscher, Kate Jolley, Jessica Melvin, Eve Miller, Monica Ohkubo (proxy for Nancy Persons), Whitney Schultz, Sandy Sigala, Jeremy Smotherman, Debbie Weatherly

Absent: Patty Collis, Stephanie Dirks, Regina Guerra, Sean Martin, Nancy Persons, Byron Reaves, Abrea Tillman

1. **APPROVAL OF 5.23.22 MINUTES**

An amendment will be made to the “2022/23 Tentative Budget” agenda item and brought back to the next meeting for approval.

2. **MEMBER ANNOUNCEMENTS AND CLARIFYING QUESTIONS FROM PREVIOUS MEETINGS**

VP of Academic Affairs Robert Holcomb and Interim VP of Student Services Robert Ethington were welcomed as new PBC members. Monica Ohkubo was recognized as proxy for PBC Tri-Chair Nancy Persons.

3. **PLANNING AND BUDGET COUNCIL CHARGE** – Jeremy Smotherman

The [Planning and Budget Council charge](#) was reviewed.

4. **WHAT IS HAPPENING THIS SEMESTER**

a. Student Equity Plan 2.0

The Student Equity Plan is a Chancellor’s Office requirement and secures much of our equity funding. A workgroup has been created which includes six faculty appointed by Academic Senate. The [2019-22 Student Equity Plan](#) focused on SSSP, Basic Skills, and Matriculation. The 2.0 plan will look at policies, practices, and procedures that create barriers for metrics defined by the Chancellor’s Office. The plan will be reviewed by PBC and submitted to the Board in November.

b. Enrollment Management – Robert Holcomb

Enrollment Management Workgroup will explore ideas around dual enrollment, noncredit, and ways to improve and enhance schedule development. Over the next months a comprehensive Strategic Enrollment plan will be developed to bring to PBC as a recommendation to implement spring 2023. Discussion included:

- Supporting increased enrollment with fewer staff resources
- Working with Marketing
- Collaboration with SSU
- Target high school students applying to UCs and CSUs
- Register employed students for work experience
- Promote Clipper Card program

c. Accreditation – Robert Holcomb

[Action letter](#) from ACCJC was received over the summer citing three commendations and two compliance requirements pertaining to student learning outcomes (SLO). Working with Academic Senate to establish a SLO faculty workgroup. To comply with SLOs, a mechanism is needed to disaggregate student learning outcome assessments by demographic groups and will likely require the purchase of software. A follow up report to the ACCJC will be submitted October 1, 2023 demonstrating compliance followed up with a November site visit.

d. Guided Pathways - Monica Ohkubo

There is a meeting on September 29th with ASCCC to discuss how best to spend the remaining Guided Pathways funds and planning for the next five-year cycle. A request was made for a status on Guided Pathways at a future meeting.

e. **Grants Process – Jeremy Smotherman**

The grants process is being vetted and will be brought to a future PBC. Concerns about impacts to classified staff were expressed.

5. **STRATEGIC PLANNING TIMELINE** – Jeremy Smotherman

Minor changes to the draft Mission, Vision, Values have been made. MVV Drafts can be found on the [Strategic Planning website](#). College Council approved the draft, and Academic Senate will review at their next meeting. Jeremy Smotherman shared an [updated timeline](#) for the Town Hall meetings. While Jeremy is on leave, Robert Ethington and Nancy Persons will continue the strategic planning process.

6. **320 REPORT/FTES** – Kate Jolley

The [320 Report/FTES](#) which showed a significant drop in FTES was reviewed. The report is submitted to the Chancellor's Office three times a year.

7. **BUDGET UPDATES** – Kate Jolley

The 2022/23 state budget was reviewed, including:

- The various ongoing and one time increases in the budget to unrestricted and restricted funds.
- An official recommendation to maintain a reserve equal to two months' expenditures which is 16.7%.
- Reform around the SCFF hold harmless provision which includes a permanent raising of the floor to the 24/25 funded level. This will have an effect on the long-range plan, growth, and future enrollment strategies.
- Kate will send out language specific to the \$650 million COVID funds. We will receive about \$13 million with the focus on students.

Kate Jolley went over the [2022-2023 Budget Book](#) including:

- The revenue and expense assumptions, some highlights include:
 - There was previously a negative \$1 million in the budget for the savings created in the gaps in the hiring process. This has decreased over the years and after this adjustment, it leaves a \$250,000 credit for hiring slowdown adjustment.
 - A significant increase to unemployment benefits due to COVID.
 - Funding for new positions related to the cost of ownership of the Southwest Center and technology support in Distance Ed and IT.
 - Unexpected increases in utilities rates.
 - A reduction to the Long-Range Plan to \$500,000 as a result of the new hold harmless provision.
 - One-time funds for innovation to provide seed money for new projects.
- The fund balance is currently at 19%. The 2022/23 budget will reduce it to 17% which is above the state recommendation of 16.7%.

8. **PRPP CABINET PRIORITIES** – Jeremy Smotherman

President's Cabinet held a Retreat focusing on PRPP priorities. Jeremy Smotherman provided a summary of the [PRPP Cabinet Priorities](#) and reported that for the first time in several years, a limited number of requests will be funded. After discussion and questions about the process, it was suggested to review the PRPP process at a future meeting.

9. **PBC CONVERSAION TOPIC: WHICH PLANNING AND BUDGET TOPICS WOULD YOU LIKE TO FOCUS ON AND WHY?**

- Regular reports on enrollment management, Guided Pathways, and accreditation.
- SEA Grant
- Budget reduction and long-term strategy after completion of the Enrollment Management Strategy Plan in the spring.
- Student Equity Plan 2.0
- Review of the PRPP Process and alignment with the new Mission, Vision, and Values

10. **PROPOSED AGENDA ITEMS FOR NEXT MEETING – SEPTEMBER 26**

Review PRPP process

The meeting adjourned at 3:01 p.m.

[PBC Committee Function](#)