



## Planning and Budget Council

Minutes – **APPROVED**

November 28, 2022

1:30 – 3:00 PM

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**Attending:** Li Collier, Patty Collis, Stephanie Dirks, Anne Donegan, Gene Durand, Robert Ethington, Maggie Fishman, K. Frindell Teuscher, Regina Guerra, Robert Holcomb, Kate Jolley, Sara Jones, Sean Martin, Rachel McCain, Jessica Melvin, Timothy Melvin, Eve Miller, Nancy Persons, Whitney Schultz, Sandy Sigala,

**Absent:** D’Juan Brundidge, Frank Chong, Jeremy Smotherman, Abrea Tillman, Debbie Weatherly

**Guests:** Kathy Matthies (proxy for Debbie Weatherly), Monica Ohkubo (proxy for Nancy Persons)

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1. **APPROVAL OF 11.14.22 MINUTES**

Minutes were approved for posting.

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

There were no announcements or questions.

3. **STRATEGIC PLAN UPDATE** – Nancy Persons and Robert Ethington

The Strategic Plan Town Hall was held on November 17<sup>th</sup> by zoom and in person. Attendees broke out into four groups to develop goals, objectives, and key performance indicators for the following initiatives:

- Academic Quality
- Student Success and Support
- Responsiveness to Our Community
- Campus Climate and Culture

The presentation and brainstorming notes from the Town Hall can be found on the Strategic Plan website at <https://strategic-planning.santarosa.edu/town-hall-notes-and-recordings>.

At the next Town Hall scheduled on December 8<sup>th</sup>, a draft will be presented for review and input. The Strategic Plan Coordinating Committee will then meet on December 13<sup>th</sup> to review the draft of goals, objectives, and key performance indicators. Because not everyone is able to attend, the draft may be shared with the college community.

4. **ACCREDITATION UPDATE** – Robert Holcomb

The two compliance issues from ACCJC regarding Student Learning Outcomes (SLOs) are being addressed. These fall into three categories—SLO software, SLO Workgroup and 10+1, and the work with collective bargaining. One of the compliance requirements is to disaggregate SLO assessment. Software demos from three vendors were evaluated to input SLO assessments to be disaggregated. Software from eLumen was the most promising but the implementation date was too late. Through this process it was determined that existing tools may work with integrating Canvas and Tableau. This would require IT programming, coordination, training, implementation, and is subject to negotiation. This is currently being accessed by members of IT, OIR, and some Deans. Nancy Persons suggested adding someone from Distance Ed to that group.

Discussion included requesting additional time from ACCJC, the demand on faculty and its role assessing SLOs, and how other colleges are complying. Overall, Robert Holcomb is optimistic that the requirements can be met and disagreed with requesting additional time unless needed.

5. **ENROLLMENT MANAGEMENT WORKGROUP UPDATE** – Robert Holcomb

The Strategic Enrollment Management (SEM) workgroup continues meeting to work and review the draft of the SEM Plan. A draft of the SEM Plan Management Plan will be presented at the next PBC

meeting on December 12<sup>th</sup> for assessment and feedback. The goal is to have the draft SEM Plan completed by the end of the semester.

**6. 311 REPORT, INCLUDING 50% LAW CALCULATION AND EDUCATION PROTECTION ACT REPORT**

Kate Jolley reviewed the [311 Report](#), the annual financial report submitted to the Chancellor's Office at the end of each fiscal year. Each college district submits this report, and the statewide data is used in our data analysis.

The report shows how funds are spent and includes balance sheet information for the various funds. SRJC met the 50% law which requires 50% of unrestricted general funds be spent in the classroom. The 2021/22 percentage was 51.84%, which is lower than in the past few years which was generally around 53% which is likely due to COVID and class cancellations. Expenditures by Activity starts on page 26 and shows the various types of program expenditures and how they are being spent within the general fund. This information is used as comparatives for things like budget reductions. However, we are doing comparisons to other colleges prior to COVID because COVID funds have been spent differently at the various districts. Normally comparisons are done with single college districts within 20% of our FTEF.

She pointed out the Education Protection Account (EPA) on page 47 which requires we annually disclose how those funds are spent. We spend all of those funds on instructional activities. This and other reports can be found on the [Finance and Administrative Services website](#).

There was a question about declining enrollment due to the effects of fires, AB705, less course offerings, decreasing high school population, etc., and how is this being taken into consideration with the enrollment planning and budget. Kate Jolley specified that financial planning is done around enrollment management. The budget is based on allocated FTEF, which is then allocated based on demand. Once the SEM Plan has been developed, long range financial planning can restart.

Robert Ethington added there is a new Student Outreach Director and many factors are being considered to increase enrollment to target populations, and he invited the group to share ideas.

Robert Holcomb said the SEM Plan discussion at the December 12<sup>th</sup> meeting will address many of these issues of the future of declining potential students and areas of prospective growth.

**7. PROPOSED AGENDA ITEMS FOR NEXT MEETING – DECEMBER 12TH**

The Strategic Enrollment Management Plan and “What Are We Not Going To Do Anymore” presentations are both scheduled for the December 12<sup>th</sup> meeting. Kate Jolley proposed moving the “What Are We Not Going To Do Anymore” item to the January 23<sup>rd</sup> meeting to allow for more time for the SEM Plan. It was noted that outcomes from the discussion item may impact the SEM Plan and if so, the plan may need to be adjusted.

The meeting adjourned at 2:29 p.m.

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