



Planning and Budget Council

Minutes – **APPROVED**

September 25, 2023

1:30 – 3:00 PM

Attending: Li Collier, Patty Collis, Stephanie Dirks, Anne Donegan, Gene Durand, Robert Ethington, Maggie Fishman, K. Frindell Teuscher, Angélica Garcia, Benjamin Goldstein, Robert Holcomb, Kate Jolley, Sara Jones, Sean Martin, Eve Miller, Nancy Persons, Joshua Pinaula, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, John Stover, Debbie Weatherly

Absent: D’Juan Brundidge

Guests: Matthew Long

1. **Guided Pathways Update**

Matthew Long provided an [update](#) on the Guided Pathways Workplan including outcomes areas and activities, program integrations, and timeline. The Workplan is scheduled for completion by the end of the fall semester to submit to the Chancellor’s Office. A series of Town Halls begins this week to allow for college participation. Information can be found on the [Guided Pathways website](#).

To address concerns about part-time students, specific pathways for full-time and part-time students will be presented at the Town Halls. Another concern raised was potential lack of exploration and flexibility in course selection under Guided Pathways which could leave students feeling unprepared or dissatisfied with their choices.

Members were asked to encourage their constituent groups to participate in the [Town Halls](#).

2. **Approval of 5.8.23 and 9.11.23 Minutes**

The 9.11.23 Minutes were approved. Approval for the 5.8.23 Minutes will be moved to the next meeting.

3. **Member Announcements**

There were no members announcements.

4. **Accreditation: Quality Focused Essay Update** – (page 264)

The Quality Focus Essay (QFE) focuses on accomplishments for the next five years and the importance of ongoing process improvement informed by data. Jeremy Smotherman provided an update on the project progress noting that many are completed or on schedule.

Responding to College Council QFE projects, Nancy Persons reported College Council may be sending another committee survey to members of all committees and councils. The 2.1 Policy has been updated to the CCLC template, however, there is a delay in approvals for the accompanying policy 2.5 and 2.5P. A workgroup consisting of Dr. Garcia, Kate Jolley, Nancy Persons and Debbie Weatherly will continue work on the two-way communication model for participatory governance.

There was some disagreement regarding the inclusivity of strategic planning as stated in the QFE. Concerns were raised about the lack of faculty representation and an absence of Academic Senate from decision-making. The QFE can’t be changed to reflect this, however, how to address and improve the process moving forward can be included in the next Institutional Self-Evaluation Report (ISER).

5. **PRPP Cabinet Priorities** – Jeremy Smotherman

The [PRPP Cabinet Priorities](#) were reviewed. PRPP Priorities were ranked and recommendations made based on supporting students and alignment with the Mission, Vision and Values, and Strategic Plan. Following PBC review, these recommendations will be forwarded to the President.

In response to concerns that some expenses don't directly address campus climate culture, it was clarified that these expenses will support and augment services and safety for other campuses.

A discussion regarding funding for conferences and professional development included Academic Senate's proposed amendment to Strategy One, specific to professional development in support of discipline expertise, which was not included in the Strategic Plan, and the overall lack of funding for professional development. Currently there is not a comprehensive process for reviewing and funding conferences. This topic will be brought back as a future discussion item.

6. **Enrollment Management Workgroup Update**

Robert Holcomb reported enrollment has been trending up. In 2022/23 enrollment grew 5.3% over 2021/22, and increased 6.11% at census 2023/24. Annual growth of 6% over five years would bring enrollment back to 17,500. The Strategic Enrollment Plan was further refined after a group attended the Enrollment Management Academy this summer. There are challenges with capacity and the infrastructure needed to support enrollment growth in some areas which will be the focus of the workgroup. Efforts to streamline onboarding and improve the website for Dual Enrollment were highlighted. Progress is also being made in other growth areas. An enrollment dashboard is also being rolled out to track progress in enrollment growth areas. Members are asked take the enrollment growth areas to their constituents and submit ideas to remove systemic barriers to the Implementation Workgroup.

7. **CARESTAR Project**

Robert Holcomb provided information on a grant for the EMC program through CARESTAR, a nonprofit foundation. The grant provides \$25,000 over three years to revise a community health workers course for the Native American community in partnership with emergency medical services and tribal community health representatives. The grant includes a 5% for indirect costs to the college. It was agreed the grant aligns with the Strategic Plan and the grant should move forward.

The small amount of this grant prompted the need to determine criteria in the grants management process for when grants need to be brought to PBC for review.

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

The goal of the discussion topics has been to engage and share ideas, and the question of discussion topics moving forward was discussed:

- Time restraints have prevented having discussion topic items in the past.
- The need to review and assess progress on the Strategic Plan and the budget deficit.
- SEA Budget
- Grant Process
- Professional Development
- Strategic Plan Next Steps

It was suggested that agenda items that warrant further discussion can be brought as a discussion item although not necessarily within the same meeting.

9. **Proposed Agenda Items for October 9th**

Nancy Persons and Robert Holcomb will bring the District Educational Plan as an agenda item to a future meeting.

The meeting adjourned at 2:51 p.m.
