



Planning and Budget Council
Minutes – **APPROVED**
February 10, 2025
1:30 – 3:00 PM

Attending: Patty Collis, Anne Donegan, Maggie Fishman, Angélica Garcia, Ruben Garcia, Malena Hernández, Robert Holcomb, Stephanie Jarrett, Linda Jay, Kate Jolley, Sara Jones, Dawn Lukas, Siobhan McGregor-Gordon, Eve Miller, Shannon O'Reilly, Nick Perrone, Whitney Schultz, Sandy Sigala, Anthony Spinozzi, Kim Starke, John Stover

Absent: Benjamin Goldstein, Molly Senecal, Jeremy Smotherman

1. **Agenda Review and Approval of 12.09.24 and 1.27.25 Minutes**

The meeting came to order at 1:36 p.m.

John Stover reviewed the agenda with the Council and indicated that presentations to the PBC are being coordinated regarding several categorical programs, including, AB 928 Implementation funds and Native American Student Support and Success Program funds.

Minutes from the December 9, 2024 PBC meeting were accepted/approved with minor revisions, indicated below:

- Anne Donegan asked to spell out the abbreviation (GASB) Governmental Accounting Standards Board
- Anne Donegan made the point that there is a concern about the Student-Centered Funding Formula (SCFF) incentivizing students who are receiving financial aid, as it could correlate with students going into college debt.

Minutes from the January 27, 2025 PBC meeting were accepted/approved with minor amendment below:

- Anne Donegan requested clarification about whether or not the District would receive one-time or ongoing COLA, under the hold harmless provision of the SCFF, and Kate Jolley clarified that the COLA is one-time, until the District grows back to 17,500 FTES.

2. **Announcements and Questions**

Malena Hernandez shared that she has heard from various stakeholders that employees and students are nervous that SRJC could experience drastic cuts, similar to those recently experienced at SSU and Santa Rosa City schools.

Anne Donegan suggested expressing these types of concerns at a Board meeting during “public comments”.

3. **Budget Calendar**

Whitney Schultz provided an overview of the Budget Calendar timeline for the 2025/26 budget process, providing key dates pertaining to budget development and budget adoption for the next fiscal year, and how the planning process is tied to budget development. These steps lead to adoption of the final budget on September 9, 2025.

4. **Planning and Budget Framework**

Kate Jolley presented an overview of the Planning and Budget Framework, sharing a document with specific budgetary parameters used to guide the budget development process.

Siobhan McGregor-Gordon asked if depreciation of buildings was factored into this budgetary framework and Kate clarified that it is brought in afterward and accounted for through a separate process.

Anne Donegan noted that there is a 16.67% minimum reserve requirement and asked if there is a maximum reserve threshold. Kate indicated that there is not a maximum, and that larger reserves, like the current 21%, are what help Districts get through leaner enrollment and budgetary years.

Anne Donegan asked if there was confirmation about what the Faculty Obligation Number (FON) is for next year and Kate indicated that she will bring that information at a future PBC meeting.

Sara Jones asked for clarification about when the District would be eligible for growth funds, and Kate explained that it would become eligible for growth funds upon returning to 17,500 Full Time Equivalent Students (FTES).

Sara Jones asked about how the District can assure proper scheduling and staffing levels amid reduced enrollment and Robert Holcomb offered strategies, including the Faculty Staffing Process, associate hiring, and strategic allocations of Full Time Equivalent Faculty (FTEF) within schedule development and enrollment management.

Anne Donegan noted that there has been a shifting of FTEF and enrollment across various disciplines.

John Stover suggested the need for a productivity-based FTEF allocation model to support strategic schedule development.

Siobhan McGregor-Gordon asked if the Faculty Staffing process looks at data metrics to inform the prioritization process, to which Robert Holcomb confirmed that it did.

5. **Proposed Agenda Items for Next Meeting – February 24**

John Stover called for proposed agenda items for the next PBC meeting on February 24, 2025.

- Siobhan McGregor-Gordon requested an update about HSI grants
- Malena Hernandez requested a presentation on the “Hold Harmless” provision
- Anne Donegan requested a presentation on the SEA budget

Dr. Garcia noted that the focus of the PBC is geared toward Districtwide resources, as opposed to grant or categorical resources. Anne Donegan suggested that since the PBC reviews grant opportunities, it makes sense to also review the progress of grant programs.

The meeting was adjourned early at 2:02 p.m.

[PBC Committee Function](#)