



Planning and Budget Council

Minutes – **DRAFT APPROVED**

September 23, 2024

1:30 – 3:00 PM

Attending: Patty Collis, Anne Donegan, Maggie Fishman, Angélica Garcia, Ruben Garcia, Benjamin Goldstein, Malena Hernández, Robert Holcomb, Kate Jolley, Sara Jones, Siobhan McGregor-Gordon, Eve Miller, Shannon O’Reilly, Nick Perrone, Whitney Schultz, Molly Senecal, Jeremy Smotherman, Anthony Spinozzi, Kim Starke, John Stover

Absent: Linda Jay, Theresa Richmond, Sandy Sigala

Guests: Karolina Nazario

1. **Approval of 09.09.24 Minutes**

The minutes were approved to include the following amendments:

Agenda #4 Planning and Budget Council Charge Review

- PBC provides institutional review and recommends resource allocation for new academic programs “every” eight years and certificates “every two years” after recommendation by the Senate, as well as any new Student Services programs.

Agenda #5 Strategic Plan Recommendation

- There was confusion “and opposition” to the aggressive timeline.
- Add “More information was requested on why the Education Plan is being considered for integration into the Strategic Plan rather than remaining a standalone plan.”

2. **Member Announcements and Questions**

Concerns were raised about the lack of clear communication and information, particularly in the case of the AI Grant and the Strategic Planning recommendation. There needs to be clearer understanding of the recommendation for the Education Plan to be absorbed into the Strategic Plan. Improved communication and timely review of materials are crucial to ensure transparency and informed decision-making. The concerns were acknowledged and steps are being taken to address them including providing more information and ensuring transparency.

3. **Strategic Planning Recommendation**

[PBC Strategic Plan Recommendation Updates Sept.pptx \(sharepoint.com\)](#)

Jeremy Smotherman and Karolina Nazario provided an overview of the strategic planning process which included the adoption of the mission, vision, and value statements and development of goals and objectives. In spring 2024, the District Education Plan workgroup began the work to develop the Education Plan but questions emerged about the scope, purpose, and connection to the broader Strategic Plan including integration with Student Services, Finance, and HR.

The recommendation is to integrate the Education and Student Services Plans into the overarching Strategic Plan. This shift aims to foster collaboration across and address concerns about siloed planning. This planning structure retains existing strategic initiatives and emphasizes broad participation. A workgroup is being formed and includes the faculty from the District Education Plan workgroup and representation from students, classified, and management. The workgroup will develop action steps for each of the strategic initiatives goals. Short-term and long-term actions will be proposed under each of these goals ensuring alignment with the District’s mission, vision, and values. The process would start in October and include an opportunity for input from the college

community. Initial actions will be brought to PBC for review with opportunities for constituent feedback throughout the process, and a final recommendation anticipated by May for adoption in June.

Discussion included:

- Integration of the education and student services plans ensure comprehensive and integrated planning and avoids siloed components.
- Allow time to review and receive feedback from constituency groups.
- As contradictions between plans are identified what is the arbitration process and the role of action teams? Broader conversation and feedback may be needed to resolve.
- Addressing concerns about faculty representation on the Actions Workgroup.
- In October, the college community will have the opportunity to provide input. The action steps will go through multiple review points through the constituency groups for feedback before being presented back to PBC. It was suggested to hold a couple of Town Halls.

To provide time for members to review the information, a decision on the Strategic Plan recommendation will be postponed to the next PBC meeting. Sample action steps from other colleges and the survey questions for college input were requested.

4. **2023/24 Final FTES 320 Report**

Kate Jolley provided a summary of the [2023/24 Final FTES 320 Report](#). The 320 Report is submitted to the state three times a year to report full-time equivalent students (FTES). For the 2023/24 final report, 14,213 FTES were served, however due to an audit finding, only 13,775 were reported, marking a 5.07% increase in reported resident FTES and an 8.41% increase in served. Non-resident FTES rose by 1.75% totaling 228. For high school students (Special Admit) there was a 14.75% increase returning to pre-pandemic levels. AB 540 students (Dreamers) saw a 6.15% rise over the prior year.

The state funds resident FTES, while non-resident FTES are reported separately. Various categories, including inmates in correctional facilities, apprenticeships, and non-credit courses (CDCP) are funded and reported differently.

The audit finding in the 2022/23 report resulted from timing issues with the Instructor of Record forms, but corrections have been implemented to prevent this from happening in the future. Despite reporting fewer FTES, a larger number were served overall.

Reports can be found on the [Finance and Administrative Services website](#).

5. **2024/25 Adopted Budget**

Kate Jolley reviewed the [2024/25 Adopted Budget](#) approved by the Board. A deeper dive into the Student Center Funding Formula (SCFF) and its impact on district funding is planned for the next meeting. Key points included:

- Enrollment is budgeted at 14,533 based on anticipated growth under the Strategic Enrollment Management Plan, compared to the 13,775 reported for 2023.24.
- A 1.07% state revenue COLA added \$1.47 million.
- The district experienced a \$6.6 million revenue loss from the reduction in FTES with the phase out of the fire waiver
- There is a budgeted \$700,000 from increased interest rates.
- Loss of \$812,000 in Lottery and Mandated Cost Reimbursement due to FTES declines
- \$34,000 in decreased revenue from student photo IDs, as state regulations now prohibit charging for them.
- Salary increases (both negotiated and anticipated) added \$3.3M and adjustments for steps added \$830,000. PERS rates rose slightly, but STRS did not. Health benefits increased by \$1.2 million, and uncontrollable cost increases such as utilities, legal expenses, etc. amounted to \$621,000. Transfers to the retiree benefits fund added \$100,000.
- This also being an election year includes \$100,000 for related board election costs.

- 2023/24 was the last year the District had a payment for the early retirement incentive, saving \$1.65 million.
- One-time funding allocations, such as for innovation and retention initiatives, were removed reducing expenses by \$2.75 million.
- Added \$8.9M to fund balance as a result of holding and delaying recruitments and revenue increases from the state and lottery.
- We are budgeting a \$6 million decrease in the 2024/25 fund balance, which reduces it to 22.2%, which is still above the state's recommended 16.7%.
- The rest of the funds were reviewed. It was noted that capital projects are ongoing. The Capital Project funds are for construction and state matching funds, while Measure H (the general obligation bond) is expected to be spent by the end of 2025.

6. **Accreditation Follow-up Report Update**

Jeremy Smotherman provided an [Accreditation Follow-up Report update](#) and reviewed actions taken to address compliance requirements including the implementation of software and a dashboard showing disaggregation of Student Learning Outcomes (SLOs) by categories such as ethnicity, age, gender, first-generation status, low-income students, and disability resource users. During District Designated Activities Day, SLO assessments were completed for 13% of courses. Although the goal was 25%, 13% is a significant achievement. Efforts are ongoing to refine SLOs and assessment tools for clearer insights into student success. The final follow up report, due November 1st will reflect these updates with a decision expected from ACCJC in January. Additionally, an Accreditation Oversight Committee, established by PBC, will coordinate future accreditation processes. Academic Senate is seeking two faculty members to join this committee.

7. **New Accreditation Standards**

Jeremy Smotherman introduced the [new Accreditation Standards](#), noting they are simpler and more focused on expectations and actions rather than prescriptive requirements. PBC mainly supports Standard 1 which focuses on institutional mission and effectiveness, such as equitable student learning outcomes, systematic planning, and evaluation of programs. Standard 2 Student Success emphasizes clear understanding of outcomes, fair interactions with students, and supporting their educational journey. This includes compliance with federal distance education requirements. Standard 3 covers infrastructure such as human resources, and finance and administration. Standard 4 focuses on participatory governance, the Board, and the President.

The mid-term accreditation report due in 2026 will respond to these new 2024 standards. The Accreditation Oversight Committee will help identify any gaps and update processes accordingly.

8. **PBC Conversation Topic: What topics would you like to see on the agenda this fall?** – John

A request for PBC Conversation Topics and proposed agenda items was made and can be sent to the Tri-Chairs.

The meeting adjourned at 2:56 p.m.
