



Planning and Budget Council

Minutes – **APPROVED**

January 27, 2025

1:30 – 3:00 PM

Attending: Patty Collis, Anne Donegan, Maggie Fishman, Ruben Garcia, Benjamin Goldstein, Malena Hernández, Robert Holcomb, Stephanie Jarrett, Linda Jay, Kate Jolley, Sara Jones, Dawn Lukas, Siobhan McGregor-Gordon, Eve Miller, Shannon O'Reilly, Nick Perrone, Josh Pinaula (proxy for Sandy Sigala), Whitney Schultz, Molly Senecal, Jeremy Smotherman, Kim Starke, John Stover

Absent: Angélica Garcia, Sandy Sigala, Anthony Spinozzi

Guests: David Liebman, Tammy Sakanashi, Maleese Warner

1. **Agenda Review and Approval of 11.25.24 and 12.09.24 Minutes**

The 11.25.24 Minutes were approved with a correction to a typo. There was a correction to attendance to the 12.09.24 minutes, and clarification regarding the financial report agenda item will be followed up on. The 12.09.24 minutes will be brought back to the next meeting.

2. **Announcements and Questions**

A request was made to review the Native American Student Success and ADT grants in future meetings.

3. **Carnegie Elective Classification for Sustainability Pilot Campus Participation**

David Liebman presented an opportunity to participate in the Carnegie Elective Classification Pilot for Sustainability. The initiative involves tracking existing sustainability efforts and providing feedback on the application process and how it is applicable to sustainability for community colleges. There is a small stipend of \$3,500. Carnegie Elective Classification on Sustainability aligns with the college's Strategic Plan Strategy 4: Campus Climate and Culture, Goal 2: to promote a community culture of sustainability.

The classification will highlight the college's sustainability leadership on a national scale. The council recommended submitting the application to Dr. Garcia.

4. **Rebuilding Nursing Infrastructure Grant**

Tammy Sakanashi [presented a proposal](#) to apply for a Chancellor's Office grant addressing nursing shortages. The grant will focus on expanding the Bachelor of Science in Nursing (BSN) program in partnership with Sonoma State, increasing Associate Degree in Nursing (ADN) enrollment, and creating a simulation center with the purchase of high-fidelity mannequins. The simulation center would alleviate clinical space shortages and improve training. This would be a boost to SSU's nursing program with a maximum of 24 students.

The grant budget of \$1.2 Million will allocate the majority of funds to purchase high-fidelity mannequins at a cost of \$75,000 each. Continuing maintenance costs of the mannequins will be covered by a grant from the Chancellor's Office. Financial aid is available only for the grant's 2-year period of the grant raising the need for sustainability afterwards. The council recommended submitting the grant proposal to Dr. Garcia.

5. **Sonoma County Training & Funding Opportunity to Support Families**

Maleese Warner [introduced a First 5 Sonoma County initiative](#) to provide training for Children's Center staff to support families with children affected by immigration policy changes. Two staff members will participate in the training program at no cost. The college will receive \$30,000 in discretionary funds which will be used to support further staff training. The council supported moving the proposal forward to

Dr. Garcia. If Dr. Garcia approves the MOU, which is due this Friday, the grant will be on the Board agenda as an item pending ratification.

6. Accreditation Update

On January 9th, Dr. Garcia, Robert Holcomb and Jeremy Smotherman provided an update to ACCJC on compliance with the SLOs. On January 16th, the ACCJC confirmed that all requirements had been met, thus [reaffirming the institution's accreditation](#) and returning the college to its normal accreditation cycle. The midterm review will start next year, and the next ICER submission will be due in two years. Thanks were extended to Robert Holcomb, faculty, Academic Senate, and classified staff for their efforts in ensuring the institution met the standards.

7. January 2025/25 State Budget Overview

Kate Jolley provided highlights from the [Governor's budget](#), which was fairly positive due to the state addressing its ongoing structural budget issues last year. It includes a proposed 2.43% COLA which is one-time funding for the college due to the hold harmless provision. Under the [Strategic Enrollment Management Plan](#) (SEMP), the college is projected to meet its current funding of 17,500 FTES by 2027/28.

A request was made for clarification on whether the District would receive one-time or ongoing COLA, under the hold harmless provision of the SCFF. It was clarified that the COLA is one-time only, not ongoing, until the District grows back to 17,500 FTES.

8. 2024/25 P1 FTES Update

The [P1 Report](#) showed promising enrollment growth in summer and fall, with projections nearing 15,000 FTES, aligning with long-term goals to return to pre-pandemic levels. A 36.2% increase in summer is significantly inflated due to a prior audit finding related to instructional service agreements, however, a 6.4% increase for fall is trending in line. Overall, the report is showing promising enrollment trends are on track, while acknowledging the next 2,500 FTES will be more challenging. Updated SCFF metric calculations will be available in February and reported at a future meeting. Questions were raised about implications for FTES under the current presidential administration, budget effects from the Southern California fires on community colleges, and faculty staffing.

9. Strategic Planning Actions Workgroup Update

Jeremy Smotherman reported that the workgroup has been gathering input from the Strategic Plan Survey to develop action steps. Due to a need for more specific feedback, the workgroup decided to conduct focus groups. A pilot session was held at the Academic Senate retreat. These sessions are expected to provide more actionable insights than town hall formats. Focus groups will take place in February and March, and constituent groups will be invited to participate. The goals are to present draft recommendations to PBC by the beginning of spring. The work group will refine recommendations, with PBC ensuring the process has been collaborative with an opportunity for everyone to provide input.

In response to a question regarding themes identified from the survey, it was clarified that focus groups will influence and refine the development of action steps.

10. Proposed Agenda Items for Next Meeting – February 10

A request was made to bring the Faculty Obligation Number to a future meeting as well as review the Native American, Student Success or ADT grant budgets. Members can submit additional agenda items via email.

The meeting adjourned at 2:51 p.m.
