



Planning and Budget Council

Minutes – **APPROVED**

March 24, 2025

1:30 – 3:00 PM

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

Absent: Angélica Garcia, Anthony Spinozzi, Ruben Garcia, Nick Perrone

1. **Agenda Review and Approval of 03.10.25 Minutes**

The 03.10.25 Meeting Minutes were approved.

Concern was raised about receiving supporting documents without sufficient time to review for discussion in the meeting. After deliberation, it was decided the Accreditation Oversight Committee Update and Strategic Plan Actions Workgroup Update will be moved to the next meeting.

2. **Announcements and Questions**

There was a question whether the Native American Success Grant, which was removed from the agenda, had ever been reviewed by PBC. The grant had not been presented to PBC for recommendation, and the process for reviewing grants has been addressed and improved to ensure all grants go through the proper review process.

3. **Accreditation Oversight Committee Update** - Jeremy Smotherman

This agenda item was moved to the next PBC meeting.

4. **Hold Harmless Overview / Financial Update** – Kate Jolley

This agenda item was also moved to the next PBC meeting.

5. **Fiscal Health Assessments**

Kate Jolley shared the [Fiscal Health Assessment](#) created by the Fiscal Crisis and Management Assistance Team (FCMAT) which provides statewide oversight and fiscal support. The primary focus is on budget stability and financial planning, and while the goal is zero percent, anything below 24% is considered low risk. The District's score of 20.4% is slightly higher than the previous year's assessment of 17% which was attributed to changes in the 24/25 fund balance and changes in the assessment model. Discussion included:

- Areas needing improvement include budget development and adoption, establishing an irrevocable trust for other post-employment benefits related to the early retirement option, and linking enrollment projections to budget allocations.
- A benefits audit for employees and retirees was conducted several years ago, but yielded minimal savings relative to time and effort.
- Enrollment projections and assumptions are not yet fully integrated into the budgeting process. Scheduling decisions are based on prior enrollment data,
- Faculty Reassigned Time Reports and College Staffing Levels were requested and will be shared.
- A grants process which has been developed is not yet a documented policy or procedure.
- Reductions in Student Center Funding Formula (SCFF) metrics due to declining full-time equivalent students (FTEs). The budget assumes a gradual recovery of 3% per year in funding-related metrics.

- Concern was raised about the level of oversight which seemed excessive. Kate Jolley emphasized that the 20% threshold is considered low risk and achieving every benchmark is not feasible due to institutional differences.
- The Strategic Enrollment Management Plan (SEMP) and implementation of the Banner system is expected to improve integration between budget planning and enrollment data. However, full implementation will take time, with significant results likely in future years.

6. [Strategic Planning Actions Workgroup Update](#) – John Stover and Jeremy Smotherman

This agenda item was moved to the next PBC meeting.

7. **Proposed Agenda Items for Next Meeting – April 14**

- Accreditation Oversight Update
- Strategic Planning Actions Workgroup Update
- Hold Harmless / Financial Overview Update
- Native American Grant Review

A future presentation of the District Police budget was requested.

A SEMP Workgroup Update is also scheduled for the April 14th meeting, and a request to separate out College Skills, Adult Education, and English for Multilingual Students (EMLS) non-credit classes was made.

The meeting adjourned at 2:07 p.m.

[PBC Committee Function](#)