



Planning and Budget Council

Minutes – **APPROVED**

January 24, 2022

1:30 – 3:00 PM

Attending: Pedro Avila, Delashay Carmona Benson, Frank Chong, Patty Collis, Stephanie Dirks, Gene Durand, Maggie Fishman, K. Frindell Teuscher, Regina Guerra, Kate Jolley, Sean Martin, Jessica Melvin, Eve Miller, Salvador Rico, Jane Saldaña-Talley, Whitney Schultz, Sandy Sigala, John Stover, Julie Thompson, Debbie Weatherly

Absent: Denise Beeson, Roam Romagnoli, Jeremy Smotherman, Abrea Tillman

Guest: Nancy Persons

1. **APPROVAL OF MINUTES**

After a small correction was made to the minutes, Debbie Weatherly moved to approve and Sandy Sigala seconded. Jane Saldaña-Talley and John Stover abstained. Minutes for December 13, 2021 were approved for posting.

2. **COMMITTEE MEMBER ANNOUNCEMENTS AND CLARIFYING QUESTIONS FROM PREVIOUS MEETINGS**

Jane Saldaña-Talley reported the [Institutional Self Evaluation Report](#) was submitted to ACCJC in December. The transition of Institutional Planning Council (IPC) and Budget Advisory Committee (BAC) is mentioned several times particularly in response to Standards I, III.D, and IV. She encouraged members to visit the [accreditation website](#) and review those standards referring to PBC as the Accreditation team may meet with members of PBC during the Peer Review Visit from February 28 – March 3, 2022. The Visiting Team will be concurrently conducting the Special Fiscal Monitoring site visit.

3. **GOVERNOR'S PROPOSED 2022/23 BUDGET OVERVIEW** – Kate Jolley [2021 State of the System Report](#)

Kate Jolley reported the Governor's 2022/23 budget proposal was released on January 10th, and overall was positive for community colleges. Revenues are up across the state, and the Prop 98 minimum guarantees about a 5% increase which is a proposed increase of \$842 million for community colleges and \$1.8 billion in one-time funding. The Governor has created a multi-year roadmap focused on equity and student success. This roadmap creates goals and expectations for all higher education segments, including increasing completions, decreasing units to completions, increasing transfers, closing equity gaps, supporting and participating in statewide initiatives, and improving workforce preparedness.

Highlights of the on-going and one-time funding were reviewed which will also be in an [email](#) sent to the college community later today. The proposed budget includes a proposal to permanently raise the floor of the Student Centered Funding Formula to the 2024/25 funded level plus statutory COLA. This proposal would negatively affect SRJC because of the fire waiver and how far the District is below its funded FTES levels. The proposal includes a recommendation to change reserves from 5% to two months of expenditures which is equivalent to 16.7% reserves. SRJC currently holds approximately 12% reserves.

There was a discussion concerning reducing the average number of units to completion. Pedro Avila referred to the Chancellor's Office Report on Vision for Success Goals for details. According to the Chancellor's Office, the average number of units is expected to drop as a result of AB705 and

developing other pathways for students to reach completion. Julie Thompson said it would be good to have an update on progress made by the college.

In response to how SRJC compares to other districts facing apportionment issues, Kate Jolley said although SRJC is in a unique position due to the fire waiver, COVID has affected enrollment for the majority of colleges, and it will be a collective conversation to advocate on these issues. Budget updates will be reported in future PBC meetings.

4. **OVERVIEW OF RISING SCHOLARS GRANT** – Robert Holcomb, Dean Language Arts & Academic Foundation

A charge of PBC is having a role in making recommendations and facilitating grant processes. A procedure to ensure grant applications support the college's Mission, Vision, and Value goals and the appropriate stakeholders are brought in early in the process, is currently being drafted. Although a grant process is not yet in place, Robert Holcomb is working on the Rising Scholars Grant which gives us an opportunity to review the grant to help inform the development of a grant process.

Robert Holcomb presented an [overview of the Rising Scholars Grant](#) which was released on January 21st with an application deadline of March 21st. This is an opportunity for SRJC to emerge as a statewide leader within the Rising Scholars Network and will benefit students, regional communities, and the broader professional community.

Jessica Melvin asked if any new or existing classified positions are written into this grant which prompted a discussion about incorporating classified positions into grants and the risk of these positions shifting or being eliminated when grants expire. Stephanie Dirks reported a two month turnaround is typical for a grant application.

5. **PBC CONVERSATION TOPIC – GRANTS AND OTHER RESTRICTED PROGRAMS** – Kate Jolley

Trustee Fishman noted the Board of Trustees votes on grant proposals and what role will PBC play? Kate Jolley explained the purpose of the Council is to ensure grants meet SRJC's Mission, Vision, and Values, everyone is informed of the grant, and to make recommendations to the President. Grants will continue to be presented to the Board of Trustees for final approval.

Julie Thompson referred members to the Charge of the Council that addresses grants:

10. *Advises the President's Cabinet on the decision to apply for grants, based on an assessment of resources required and the relevance of the grant to District Mission, Vision, Values and Goals, and ensuring consultation with or consideration of appropriate constituency groups;*

The grants discussion included:

- Knowledge of grants in advance to ensure the bargaining agents are aware of what new and existing positions could be involved.
- Bringing grants to PBC will flag issues of any conflicts or overlap.
- Being mindful of the sustainability if funding ends.
- Some categorical programs funds with positive outcomes end up becoming ongoing.
- Grants are an opportunity to fill unmet needs, and we should be thoughtful of which grants to pursue.
- Although grants may be time-limited, need to consider the long-term benefits.
- Restricted funds do not have an impact on the budget reserve requirement.

The grants process being developed will need to be quick, inclusive and transparent. Kate Jolley asked for information members would like to see on existing grants and input on the grant process. For future PBC meetings, grant program managers could present to provide information and answer questions.

6. **PBC CONVERSATION TOPIC – CHARGE CLARIFICATIONS AND QUESTIONS** – Julie Thompson

John Stover asked is there a mechanism for the committee to strategize on bigger trends that impact all colleges such as hold harmless funding, lower enrollment, demographics, economy.

Jane Saldaña-Talley suggested developing an annual calendar to bring structure and consider subgroups to work on big issues to help with the processes that connect accreditation, PRPP, and budgeting. Kate Jolley is developing a calendar to include all the pieces and will be posted on the council's website.

Trustee Fishman invited the group to feel free to send any feedback on grants being considered by the Board.

7. **STRATEGIC PLANNING UPDATE** – Julie Thompson

Jeremy Smotherman is working on a draft [announcement](#) for the launch of Strategic Planning to include timeline and descriptions of Town Hall topics. Town Halls will generally be held on the 2nd and 4th Fridays from 9:00 to noon. Strategic planning will go on summer hiatus and be completed in fall. The Strategic Planning Coordinating Committee meets the week before Town Halls on Fridays from 8:00 to 9:00 a.m. and is holding other Fridays in case they are needed.

Strategic Planning will start with Mission, Vision and Values. Town Halls will include breakout rooms to share ideas, and there will be a survey tool to provide input for those who are not able to attend.

8. **PROPOSED AGENDA ITEMS FOR NEXT MEETING, FEBRUARY 14** – Julie Thompson

Proposed agenda items and discussion topics include:

- Standing item through 2024 on strategy for the hold harmless fire waiver. Kate Jolley noted a review of the long-range plan with steps to end the hold harmless will be on next meeting's agenda.
- Program review – opportunities and processes

The meeting adjourned at 2:55 p.m.

PBC Committee Function: The PBC integrates the College's Planning and Budget allocation processes, with a focus on ensuring that the College's budgetary resources and planning processes support the College's Mission. The PBC:

1. Facilitates the College's strategic planning process
 - a. Facilitates creation of the Strategic Plan (Mission, Vision, Values, Goals, and Objectives);
 - b. Monitors progress on Strategic Plan goals via key performance indicators;
 - c. Annually reviews Strategic Plan and initiates cycle of revision as needed.
2. Reviews Institutional Plans, evaluates relevant key performance indicators and disaggregated learning outcome data, and makes recommendations to support continuous improvement of quality educational programs and services and achievement of the College's Mission.
3. Reviews Accreditation reports, evaluates progress on the Institutional Self-Evaluation Report Quality Focus Essay goals, and integrates Accreditation recommendations into Planning goals, decisions, and Budget allocation;
4. Initiates and oversees the Program and Resource Planning Process (PRPP), and reviews and approves the prioritized PRPP requests to ensure alignment with Mission, Vision, and Values;
5. Reviews Annual Unit Plans to ensure alignment and integration with the Mission, Vision, and Values articulated in the Strategic Plan; and receives reports on Unit Plan progress toward stated objectives and goals;
6. Provides institutional review of and recommends resource allocation to support new academic programs, majors, and certificates recommended by the Academic Senate, and new student services program;
7. Reviews outcomes of Program Review process (Policy 3.6/P), including recommendations for program revitalization and discontinuance, and recommends resource adjustments as needed;

8. Invites, reviews, and prioritizes Area and College-wide project proposals to support goal achievement, learning outcomes, and Accreditation recommendations; facilitates development of recommended projects by ensuring appropriate constituency group involvement; and recommends allocation of resources for developing approved proposals;
9. Reviews and, as necessary and appropriate, recommends revisions to key budget, financial, and planning process documents, including:
 - a. The Planning and Budget Framework;
 - b. Planning Calendar;
 - c. Annual Financial and Audit Reports;
 - d. Budget Calendar; and
 - e. Budget Assumptions
10. Advises the President's Cabinet on the decision to apply for grants, based on an assessment of resources required and the relevance of the grant to District Mission, Vision, Values, and Goals, and ensuring consultation with or consideration of appropriate constituency groups;
11. Receives annual training on Budget, Institutional Planning, and purviews;
12. Invites appropriate subject-matter experts to provide information that supports the Council's deliberation and decision-making; and
13. Maintains transparency by posting Council minutes and agendas, and providing updates on planning and budget items to the College community.