



Planning and Budget Council

Minutes – **APPROVED**

February 13, 2023

1:30 – 3:00 PM

Attending: Li Collier, Patty Collis, Anne Donegan, Robert Ethington, Maggie Fishman, K. Frindell Teuscher, Regina Guerra, Robert Holcomb, Sean Martin, Rachel McCain, Jessica Melvin, Eve Miller, Nancy Persons, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, John Stover, Debbie Weatherly

Absent: D’Juan Brundidge, Frank Chong, Stephanie Dirks, Gene Durand, Kate Jolley

Guests: Monica Ohkubo (proxy for Academic Senate Faculty appointee), Cathy Prince, Maleese Warner

1. **Approval of 12.12.22 and 01.23.23 Minutes**

Minutes for 12.12.22 and 01.23.23 were approved for posting.

2. **Member Announcements and Clarifying Questions from Previous Meetings**

Academic Senate appointed John Stover to PBC for the spring semester. Monica Ohkubo is attending as proxy until Academic Senate can fill the 2nd faculty appointment.

3. **Accreditation Update** – Robert Holcomb

Last week Robert Holcomb and Sean Martin announced a side letter agreement had been negotiated which includes the provision that faculty include Student Learning Outcomes (SLOs) in their course syllabi, and the District will monitor through the faculty evaluation process. Faculty will attest SLOs have been placed on their syllabi through an online form. The provision of the side letter, the review process during evaluation, and the self-attestation will provide evidence for this compliance requirement to ACCJC.

Weekly accreditation team meetings each Tuesday will continue conversations with compliance requirements and process for the ACCJC follow up report. It was confirmed that software has been purchased and a plan to implement is being negotiated.

Concerns were raised by SEIU regarding AFA negotiations around implementation that may impact classified workload. Robert Holcomb does not anticipate an increase to classified workload. The AFA Representative made clear the agreement was made between AFA and the District, and AFA supports issues that need to be addressed with SEIU. It was pointed out negotiation concerns can be expressed and discussed in a future meeting, however, open debate about negotiation details is not the role of PBC.

4. **Grants**

a. **S-STEM** – Cathy Prince

The opportunity to [renew the S-STEM Miles Scholarship Grant](#) which is concluding after seven years was presented. The grant is a continuation of the scholarship and mentoring grant with increased funding to support students up to \$15,000 a year. Jan Kmetko presented at a Washington DC conference, and the current grant received high praise from the National Science Foundation (NSF). A STEM Career course was developed which rotates through STEM faculty. The grant aligns with the Mission, Vision, and Values by providing financial and mentorship support to low achieving academic students, transformational learning opportunities for student to work with STEM faculty to complete their degree or transfer requirements, and the opportunity for success and removes the financial burden many students face. The District receives 25% indirect funds for salaries and benefits. The grant is due March 2nd, however, the goal is to submit next February when another cycle opens for sufficient planning time with all constituent groups.

b. **Sonoma State CTC Grant** – Maleese Warner

Sonoma State University is submitting a [grant](#) today for a Pre-K through 3rd grade credential program and wants to partner with SRJC's Child Development and Teacher Education program to provide seamless alignment for students to transfer to their program. If the grant is approved, a maximum of \$10,000 could be awarded to SRJC to support a faculty member which will be determined based on the amount of work and conferring with AFA. This grant aligns with the Mission, Vision and Values by offering exceptional teaching and learning programs for transfer, workforce and teacher education; provides a support pipeline for students; and removes obstacles and promotes teaching and learning in Sonoma county.

5. **Institutional Planning Calendar** – Jeremy Smotherman

[Institutional Plans](#) were reviewed.

- Strategic Plan to be completed this semester
- Begin planning for the Educational Master Plan
- Equal Employment Opportunity (EEO) Plan sunsets 2023
- Technology Plan Group is starting to identify needs
- Student Services Plan will be updated in 2024
- Strategic Enrollment Management Plan and Student Equity Plans are complete

It was noted the Transfer Plan and Extended Opportunity Programs & Services (EOPS) Plan historically live within the Student Services Plan, however if needed, can be done outside the Student Services Plan.

6. **PRPP Update** – Jeremy Smotherman

The PRPP Coordinating Committee is preparing to kick off the annual Program and Resource Planning (PRPP) process, and a [PRPP overview](#) was provided. As part of PBC's charge, annual priorities will be identified based on Strategic Plan Goals and Objectives. Discussion of utilizing PRPP effectively and expectations included:

- Faculty staff recommendations go to a Planning and Budget Council at some community colleges while at other colleges are handled by Academic Senate.
- It was suggested to add Curriculum Office to the potential list of reporting SLOs and Institutional Learning Outcomes (ILOs).
- Utilizing SLOs already within the PRPP.
- PRPP defines programs, areas, units and alignment with the District's Mission, Vision and Values.
- PRPP includes long-term budget adjustments; large one-time innovation budget requests. General budget requests should go to Department Chairs and not PRPP.

There was a discussion of having a better-defined process for facilities requests, and feedback will be taken to the PRPP Coordinating Committee for recommendations.

There was a question why Emeritus Hall was not included in Measure H. An answer was not provided and will be brought to discussion at the next meeting.

7. **Strategic Enrollment Management Plan** – Robert Holcomb

The Implementation Team which includes some PBC members meets each Monday and is reviewing plan activities and resources needed. The [Strategic Enrollment Management Plan](#) will be presented at the February Board meeting. [Click here for the Board presentation](#). Questions and concerns were raised and discussed:

- Classified PBC members expressed concern that there are no classified staff on the Implementation Team. The expectation is that key area leads will include respective areas to address details and issues around implementation.
- Concern regarding scheduling based on enrollment practices, emphasis on completion, student funding formula, etc. and to consider fostering creativity around student schedules.

- Understanding the data to address concerns.
- The need to address offering winter or uniform summer sessions due to the 18-week semester.

8. **College Council Survey** – Nancy Persons

[A draft of the College Council Survey](#) prepared by PBC Tri-Chairs was sent to members to review. The Tri-Chairs recommend clarifying the language of the PBC's charges listed below which could be interpreted that PBC makes determinations about curriculum. PBC needs to be aware of budget implications of new or discontinued programs or changes, but does not determine the budget reallocation.

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;

Reviews outcomes of Program Review process (Policy 3.6/P), including recommendations for program revitalization and discontinuance, and recommends resource adjustments as needed;

It was noted there doesn't seem to be a process for resource allocation when a new academic program is developed.

Due to time restraints, PBC will finish reviewing the survey at the next PBC meeting.

9. **PBC Conversation Topics for Future Meetings**

Members can send topic recommendations to the Tri-Chairs.

10. **Proposed Agenda Items for Next Meeting – February 27**

Exclusion of Emeritus Hall in Measure H Bond.

The meeting adjourned at 3:00 p.m.

[PBC Committee Function](#)