



Planning and Budget Council

Minutes – **APPROVED**

March 14, 2022

1:30 – 3:00 PM

Attending: Delashay Carmona Benson, Frank Chong, Li Collier (proxy for Pedro Avila), Patty Collis, Gene Durand, Ann Foster, Stephanie Dirks, Maggie Fishman, K. Frindell Teuscher, Kate Jolley, Sean Martin, Jessica Melvin, Eve Miller, Salvador Rico, Jane Saldaña-Talley, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, Julie Thompson, Abrea Tillman, Debbie Weatherly

Absent: Pedro Avila, Regina Guerra,

Guest: Nancy Persons

1. **APPROVAL OF MINUTES**

Approval of the February 28, 2022 meetings minutes was moved to the March 28th PBC meeting.

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

There were no announcements or questions.

3. **STRATEGIC PLANNING UPDATE** – Jeremy Smotherman and Julie Thompson

Fifty-six participants attended the third Town Hall held on March 11th and which focused on Strategic Plan structure and a recap of Mission, Vision, and Values. Information gathered at Town Halls is reviewed and analyzed by the Strategic Planning Coordinating Committee (SPCC) and presented to PBC and constituency groups. Feedback from SPCC regarding Town Hall preparation was appreciated, and although Fridays are busy for the faculty, more faculty participation is needed. Scheduling Town Halls on upcoming fifth Fridays of the month when faculty members may not have other commitments and sending meeting notes in advance of Town Halls to allow more time for breakout sessions was suggested. Zack Miranda, Michelle Booher-Poggi, and Brad Davis were recognized for promoting the Town Halls to their respective groups.

4. **ACCREDITATION UPDATE** – Jane Saldaña-Talley

The Comprehensive Evaluation occurs every seven years, with the next one in 2029; however, accreditation is an ongoing process.

- The Mid-term report every 4 years includes responses to recommendations from the Accrediting Team. The next report, due in 2026, will include progress in response to the Quality Focus Essay, institutional effectiveness, becoming a data-driven institution, and equity.
- In the past, Annual Reports were brought to Institutional Planning Council (IPC) to determine institution-set standards, and the hope is to bring these to PBC.
- Finance and Administrative Services prepares an Annual Fiscal Report.
- Substantive Change Proposals can include new programs and locations. During COVID, a listing of courses offered through Distance Education and the transition of correspondence courses for incarcerated students was sent.
- Follow Up and Special Reports - two follow-up reports and a special fiscal report were submitted following the 2015 accreditation.

The purpose of the Accreditation visit is to validate and verify alignment with institutional standards. The Peer Review Team is trained to focus on the standards and to ensure that information received relates to the examining of these standards. The Exit Report on March 3rd provided a preview of the written report and did not include recommendations to meet standards. There were a couple of

recommendations for improvement and several commendations for exemplary practices, one of which was for fiscal stability. Kate Jolley was recognized for the College's improvement from fiscal monitoring to fiscal stability.

A draft report which includes statements for each standard will be sent to Dr. Chong and Jane Saldaña-Talley to review and make any corrections to errors of fact. A formal Action Letter will document areas out of compliance, actions required, and commendations exceeding the standards. She encouraged members to review the [ACCJC website](#) and noted that ACCJC is transitioning to a new accreditation process referred to as the "Formative Summative Process." She added that many colleges have an Accreditation Workgroup that informs the Academic Senate and other bodies at the college. Accreditation information can be found on the [SRJC Accreditation website](#).

Dr. Chong noted the many commendations received, including for services provided to students, the Board of Trustees, Library, and student housing. He recognized and thanked Jane Saldaña-Talley for her work on accreditation as well as Karolina Nazario, Jessica Russell, Kate Jolley and her team, and faculty members, classified professionals, and students who participated on various committees.

5. **PRPP UPDATE** – Jeremy Smotherman

The [2021 Wrap Up and 2022 Kick Off letter](#) was sent on March 4th and included PRPP training dates. The deadline for Institutional Technology Group (ITG) requests has been moved up to March 21st to provide ITG time to process applications and recommendations by the April 1st deadline. This year is a comprehensive cycle, and all PRPP sections should be completed and reviewed in preparation for the next strategic plan. General questions can be sent to Jeremy Smotherman.

6. **INSTITUTIONAL PLANS** – Jeremy Smotherman

A function of PBC is to review Institutional Plans. A working list of institutional plans was reviewed. The goal is to keep track of the plans and their status and develop a timeline to provide updates to PBC. PBC will review plans to ensure alignment with and support of the Strategic Plan and the Mission, Vision and Values. Members were encouraged to review the Institutional Plans and the Accreditation website.

[SRJC Student Equity Plan 2019-2022](#)

[Technology Master Plan 2018](#)

[Equal Employment Opportunity Plan 2020-2023](#)

[Facilities Master Plan 2016](#)

[Institutional Plans Prior Years](#)

7. **PBC CONVERSATION TOPIC – PLANNING AND BUDGET FRAMWORK REVIEW/UPDATE**

The [Planning and Budget Framework](#) states the guiding principles for the budget development process and will be reviewed annually, with any changes taken to the Board for approval. Kate Jolley reviewed the current budget parameters.

To avoid fiscal monitoring, a 5% reserve has been the recommended minimum by the Chancellor's Office; however, the recent Governor's budget proposal recommends two months' reserve, which would be 16.7%. Our current reserve is a little over 12%. The group discussed a recommendation by Kate Jolley to increase the reserve by 5%, to 10%.

- How and when is the reserve fund used? The goal is to be fiscally healthy and have a sufficient reserve to cover funding shortfalls at the State level which could result in budget reductions.
- There was concern about sustaining a higher reserve and support for keeping a 5% minimum with a goal of maintaining a higher percentage, as well as support for a 10% minimum reserve level.
- What are the priorities right now? What will address and support current issues, such as post-COVID and shrinking enrollment, right-sizing the College, and the long-range plan?

Questions were asked about costs associated with the new student housing and the purchase of the Southwest Center. For 40 years, operational costs for the student housing center will be covered by the rent, with extra revenue going to the District. The majority of expenses for the Southwest Center

will be covered by the amount previously paid for rent, and ways to mitigate additional expenses are being explored.

Based on input, Kate Jolley will draft language on the reserve percentage and bring it to the next meeting.

8. **PROPOSED AGENDA ITEMS FOR NEXT MEETING – MARCH 28**

Proposed agenda items:

- Budget and Planning Framework Update
- Strategic Enrollment Management Workgroup update
- Student Equity Plan 2.0 (scheduled for the April 11th meeting)
- Framing and Budget Recap (clarifying questions)

The meeting adjourned at 2:57 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.