



Planning and Budget Council

Minutes – **APPROVED**

March 28, 2022

1:30 – 3:00 PM

Attending: Pedro Avila, Frank Chong, Li Collier, Patty Collis, Gene Durand, Ann Foster, 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: Delashay Carmona Benson, Stephanie Dirks, Regina Guerra,

Guests: Nancy Persons, Karolina Nazario, Catherine Williams

1. APPROVAL OF MINUTES

Debbie Weatherly motioned to approve the February 28, 2022 and March 14, 2022 meeting minutes. Gene Durand seconded, and the minutes were approved for posting.

2. COMMITTEE MEMBER ANNOUNCEMENTS AND CLARIFYING QUESTIONS FROM PREVIOUS MEETINGS

Jeremy Smotherman reported the Strategic Enrollment Management Workgroup (SEM) is waiting for final appointments. Sean Martin asked that associate faculty be considered for the workgroup and that they be compensated for their participation. Kate Jolley added there was a discussion at College Council focused on the short- versus long-term aspects of strategic enrollment work. Pedro Avila will report back to PBC after the first SEM Workgroup meeting tentatively scheduled for April.

3. OVERVIEW OF SONOMA COUNTY ARPA GRANT – Catherine Williams

Catherine Williams gave a [presentation](#) on and answered questions about the application for Sonoma County American Rescue Plan Act (ARPA) Grant Funds. In 2020, SRJC secured a \$7.12 million federal disaster grant from the US Economic Development Administration and \$1 million in matching funds from Tipping Point with the Sonoma County Economic Development Board to assist with wildfire recovery. The funds were to cover costs to build a Construction Center to train students for entry-level construction-related industry jobs. As a result of rising construction costs due to the COVID pandemic, the project is \$4.5 million over budget. After identifying cost reductions and raising additional funds, \$3,991,758 is still needed to meet the grant goals.

SRJC is applying for \$5 million from the ARPA Grant to fund completion of the Construction Center, a partnership with Catholic Charities Income Growth Program, construction trade pre-apprenticeships with North Bay Building and Construction Trades Council, internships development with North Coast Builders Exchange and Career Hub, and support for undocumented students. Entry-level adult education programs like these provide additional exposure for further educational opportunities, and increased enrollment is anticipated over time. Catherine offered to provide an update of the completed grant. She can be contacted about opportunities to partner with other groups addressing homelessness in Sonoma County.

Jeremy opened up the discussion, reminding the group that PBC's focus is to review grants for alignment with MVV. Council members' comments includes:

- Concern over North Coast Builders Exchange, which was viewed as anti-labor, has opposed union labor agreements, and does not align with our Mission, Vision and Values. Need to be mindful of anti-union sentiment as the program develops.
- Approval of the grant does not change how grant funds are used.
- Additional cost increases have been taken into consideration.

Trustee Fishman recognized Catherine for bringing together an inclusive advisory group with differing views who are working collaboratively on this project for the benefit of SRJC and its students. Dr.

Chong added that due to COVID, constructions costs have increased and cannot be covered by the general fund or Measure H, so alternative funding like this grant is needed to fill the gap.

Following the discussion, PBC members agreed to support the application for the ARPA Grant, noting the anti-labor concern.

4. **STRATEGIC PLANNING UPDATE** – Jeremy Smotherman

Planning of the next Town Hall on April 8th is in process and will focus on Strategic Initiatives. Members were asked to encourage attendance from their constituency groups.

K. Frindell Teuscher expressed concerns about the methodology being used to draft the Mission, Vision, and Values that have been brought to her attention. Jeremy explained strategic planning is a multi-level process. Information collected from Town Halls and surveys will be used to develop recommendations. These will be reviewed by several groups, including Academic Senate, Classified Senate, Student Government, and President's Cabinet. Drafts for the Mission, Vision, and Values have not yet been developed.

5. **ACCJC INSTITUTION-SET STANDARDS** – Jeremy Smotherman

Each year the College reviews the ACCJC Institution-Set Standards and establishes goals. Jeremy compared the [2021 ACCJC Annual Report](#) with this year's data. The recommendation was not to make any changes to institution-set standards and aspirational goals, and he will update this year's annual report with the current data reaffirming our institution-set standards and aspirational goals. Jane Saldaña-Talley informed members that the ACCJC Annual Report is due April 8th. In addition, an Annual Fiscal Report will be submitted. All of these reports can be found on the Accreditation Website at <https://accreditation.santarosa.edu/accjc-annual-reports>.

Jessica Melvin asked why there is a discrepancy in the numbers for certificates where the floor was set higher than the aspirational goal. Jeremy noted with the inclusion of UC and CSU general education certificates, there was an increase again last year and the number then dropped to 1,500. He will look into the number of certificates for 2019-20 and 2020-21, which may be attributed to awarding eligible students who did not apply for their certificate or the addition of a General Education Certificate for transfer students who qualified.

As part of strategic planning, Jeremy advised consideration of aligning key performance indicators in these areas, which are reported annually.

6. **BUDGET CALENDAR AND PROCESS OVERVIEW** – Kate Jolley

Kate reviewed the [2021/2022 Budget Calendar](#) which will be brought to PBC each year.

7. **UPDATED PLANNING AND BUDGET FRAMWORK** – Kate Jolley

Kate presented the proposed edits to the [Planning and Budget Framework](#). Kate opened the discussion and answered questions about the proposed change to increase the reserve percentage. Comments included:

- Suggestion to streamline language where possible, for example “to the extent possible”. Kate noted some items are optional and others are required.
- There is no mechanism in place for accountability for and compliance with the guiding principles. Kate said this could be discussed during budget development in the Spring.
- Sean Martin was comfortable with the aspirational goal but expressed concern about increasing the minimum and asked for clarification about the reserve requirement and the benefits of a higher reserve. Kate explained that the 5% reserve is the State requirement and cannot be used. Increasing the reserve will allow the college to mitigate budget shortfalls caused by fires, pandemic, recession, State budget reductions, etc. by being able to use any reserve over the required 5%. A higher reserve would also reflect favorably on our fiscal stability with the Chancellor's Office and ACCJC.

- Based on the Governor's budget recommendation of 2 months' reserve, the trend statewide is to maintain higher reserves.
- Suggestions to add language to clarify the 5% State requirement, the reserve percentage the college will maintain, and the aspirational percentage.
- Sean asked whether there would be criteria for when reserves can be spent, which Trustee Fishman opposed.

Whitney Schultz, Pedro Avila, Trustee Fishman, Li Collier, Debbie Weatherly, Jessica Melvin and Patty Collis expressed support for maintaining a higher reserve. Kate will create a poll for further guidance and feedback to bring back to the next PBC meeting.

The meeting adjourned at 3:00 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.