



## Planning and Budget Council

Minutes – **APPROVED**

April 11, 2022

1:30 – 3:00 PM

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**Attending:** Pedro Avila, Frank Chong, Patty Collis, Stephanie Dirks, Gene Durand, Maggie Fishman, Ann Foster, K. Frindell Teuscher, Regina Guerra, Kate Jolley, Sean Martin, Jessica Melvin, Eve Miller, Nancy Persons, Salvador Rico, Jane Saldaña-Talley, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, Julie Thompson, Abrea Tillman, Debbie Weatherly

**Absent:** Delashay Carmona Benson, Li Collier

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1. **APPROVAL OF MINUTES**

Approval of the March 28<sup>th</sup> minutes were approved as amended.

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

There were no announcements or questions.

3. **OVERVIEW OF HSI GRANT**

Michelle Booher-Poggi and Amy Markle presented information on a HSI grant they want to consider. PBC members discussed various aspects of the grant proposal and agreed that the grant was aligned with SRJC's Mission, Vision, and Values.

4. **STRATEGIC PLANNING UPDATE** – Jeremy Smotherman/Julie Thompson

The Strategic Planning Coordinating Committee met to continue developing the Mission, Vision, and Values statements, and a draft should be ready to present at the Town Hall meeting scheduled on May 13<sup>th</sup>.

5. **SRJC ENVIRONMENTAL SCAN SRJC** – Jeremy Smotherman

Dr. Smotherman presented the 2021-22 Environmental Scan which included data on headcount enrollment, employment trends, and Sonoma County demographics.

6. **PBC CONVERSATION TOPIC – CONSIDERATIONS FOR RECEIVING GRANT AND INTERNAL RESOURCE PROPOSALS FROM COLLEGE COMMUNITY**

PBC discussed how to receive and review grant proposals. It was suggested that a checklist should be created to help organize the process of reviewing how grants align with SRJC Mission, Vision, and Values.

7. **PROPOSED AGENDA ITEMS FOR NEXT MEETING – APRIL 25TH**

How PBC can support and make planning and budget recommendations for departments most impacted by AB705; discuss a call for proposals from these departments.

The meeting adjourned at 2:54p.m.

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**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.