



Planning and Budget Council

Minutes – **APPROVED**

April 25, 2022

1:30 – 3:00 PM

Attending: Pedro Avila, Frank Chong, Patty Collis, Stephanie Dirks, Gene Durand, Maggie Fishman, 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, Ann Foster,

1. **APPROVAL OF MINUTES**

Approval of the April 11th Meeting Minutes was moved to the next meeting.

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

In response to how recent retirements and resignations have affected budget reductions, Kate Jolley explained that vacancies within component areas are used to achieve their allocation of budget reductions.

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

The April 22nd Town Hall was canceled. 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 13th.

4. **UPDATED PLANNING AND BUDGET FRAMEWORK / POLL** – Kate Jolley

Members participated in a poll to gather input to determine recommendations for the structure, minimum reserve and stretch goal. Based on the majority votes, the following were chosen:

- Have a structure that includes a minimum reserve and stretch reserve
- Set a minimum reserve of 10%
- Set a stretch goal of 15%

Group discussion and concerns included criteria for spending budget reserves, class reductions, and classified and associate faculty layoffs. Kate explained that unless a higher reserve is established, the District has no ability to make budget reductions quickly other than by reducing the schedule of classes. Establishing a higher reserve allows SRJC to better plan and prepare if budget reductions are required.

Kate will update the Planning and Budget Framework and submit it to the Board of Trustees, which makes the final decision.

5. **P2 FTES REPORT** – Kate Jolley

The P2 FTES Report submitted to the Chancellor's Office last week was sent to members for their information. There was only a 10–FTES difference from the P1 submission. The reports are posted on the [Finance Website](#).

6. **PBC Conversation Topic – Purview**

PBC is an advisory group to the President, and our charge includes supporting the goals of achievement, learning outcomes, and Accreditation recommendations. The Council reviews issues and proposals with a focus on Mission, Vision and Values and makes recommendations to the President's Cabinet.

As PBC has discussions and makes recommendations, it is important to understand and respect the purview of each of the constituency groups' areas of responsibilities. PBC brings the groups together for an opportunity to discuss, ask questions, and determine the appropriate path for issues and proposals.

Representatives of each of the constituencies gave a summary of their respective purviews.

[10+1 \(Academic Senate for CCC\)](#)

[9 + 1 \(Student Senate for CCC\)](#)

[Classified Senate rights \(CCC Classified Senate\)](#)

Santa Rosa Junior College Bermuda Triangle 12_1_20 (Members are asked not to share this document, which was distributed by email.)

7. Proposed Agenda Items for next meeting – May 9th

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.

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.