



Planning and Budget Council

Minutes – **APPROVED**

May 9, 2022

1:30 – 3:00 PM

Attending: Maria Banachowicz (proxy for Debbie Weatherly), Frank Chong, Li Collier, Patty Collis, Stephanie Dirks, Ann Foster, K. Frindell Teuscher, Regina Guerra, Kate Jolley, Sean Martin, Jordan Mead (proxy for Sandy Sigala), Jessica Melvin, Eve Miller, Salvador Rico, Jane Saldaña-Talley, Whitney Schultz, Jeremy Smotherman, Julie Thompson, Abrea Tillman

Absent: Pedro Avila, Delashay Carmona Benson, Gene Durand, Maggie Fishman, Nancy Persons, Sandy Sigala, Debbie Weatherly

1. **APPROVAL OF MINUTES**

Approval of the April 25, 2022 meetings minutes was moved to the next meeting.

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

There were no announcements or questions.

3. **CAI: NEW & INNOVATIVE GRANT - EARLY CHILDHOOD APPRENTICESHIP** – Maleese Warner

The California Apprentice Initiative (CAI) program provides startup funding for the creation of apprenticeship programs. The grant will provide \$500,000 over four years to fund tutors or consultants that will result in Early Childhood Education apprenticeships in Sonoma County.

- Multiple partners including CAP Sonoma Head Start/Early Start have approached us to support this program which will encourage bilingual parents to work as an apprentice in early childhood education while taking classes.
- Students receive an increased wage.
- Prepares students for transfer with a long-range goal to create a pipeline for completion for students to transfer to SSU.
- Creates job opportunities and economic sustainability. Bilingual certificate supports growth of our communities.

There was concern that classified positions hired with the grant funds could be reduced or not refilled. PBC members agreed that the grant aligns with the Mission, Vision and Values and supported the grant with the recommendation that classified positions not be affected. The recommendation will be reported to Maleese Warner and to the President's Cabinet.

The group also discussed the process of bringing grant applications to PBC for recommendation:

- Provide presentations and grant information in writing.
- Do presentations need to be in person?
- Demonstrate how the grant supports the Mission, Vision and Values,
- Consider grant timelines, which can be short.

The Grant Process is being developed and takes these into consideration. Until the process is formalized, inviting grant proposers to a PBC meeting provides an opportunity for PBC to be aware of potential grant applications.

4. **STRATEGIC PLANNING UPDATES** – Jeremy Smotherman and Julie Thompson

The Strategic Planning Coordinating Committee has completed the [draft of the Mission, Vision and Values](#), which will be presented at the May 13th Town Hall. The draft is or will be on the agendas for

Academic Senate, Student Government Assembly, Classified Senate, and Management Liaison Team. Comments from PBC members included:

- Would like to see inclusion of knowledge and wisdom.
- Success is not only how many courses students passed or how many students graduate but also mastery of skills and developing knowledge.
- What are the distinctions between accessible, open, and barrier-free?
- Potential redundancy of wellbeing and health.
- Alternative emerging word to restorative is transformative.
- Consider how PBC will review and consider issues, ideas, and other items through the lens of the new Mission, Vision, and Values.
- How to integrate the services provided to our students that become part of the community in a way that reflects integrity and our values.

Council members were asked to encourage their constituency groups to attend the Town Hall and review the draft Mission, Vision, and Values. An email will be sent out with Town Hall information, a link to the draft document, and a survey to provide feedback.

5. **STRATEGIC ENROLLMENT MANAGEMENT WORKGROUP UPDATE**– Kate Jolley

The Enrollment Management Workgroup met on April 28th and will meet again on May 12th. Pedro Avila will provide an update at the next meeting.

6. **BRIEF INFORMATION ITEM: UPDATE ON CREATION OF GRANTS AND PROPOSALS PROCESSES** – Jeremy Smotherman

A workgroup consisting of Julie Thompson, Jane Saldaña-Talley, Kate Jolley, K. Frindell Teuscher, and Jeremy Smotherman is developing a draft process for grants and proposals. The process will provide a framework to consider aspects of the grant, resources utilized, and review and input from the appropriate constituency groups so that all areas can be addressed. PBC's focus will be to review grants and proposals for alignment with the Mission, Vision, and Values and make recommendations to Dr. Chong, and to ensure that the appropriate bodies at the College are consulted or involved as the application is being written and the grant implemented. Final decisions will be made by the Board of Trustees.

7. **PBC CONVERSATION TOPIC – WHAT SHOULD THE 2022/23 PLANNING AND BUDGET FOCUS AND PRIORITIES OF PBC BE TO SUPPORT ACHIEVING THE DISTRICT MISSION / VISION / VALUES?**

- Enrollment
- Strategic Planning
- Review of the grants and proposal process including similarities and overlap of PBC's charge.
- Impact of AB705 from a planning and budget aspect: Solicit proposals from English, Math, and ESL to be deliberate about successfully getting students through transfer-level Math and English in one year.
- Identify priorities and solicit proposals; create a process to move ideas forward; discuss planning and budget allocation for proposals.

PBC chairs provided a brief review of the council charge as listed below.

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*

A request was made to provide periodic updates at PBC on the status of the \$4 million budget reduction and the Long Range Plan.

8. PROPOSED AGENDA ITEMS FOR NEXT MEETING – MAY 23

- Review the Draft Mission, Vision, Values if input from the Town Hall results in changes.
- Celebration of Council members.

The meeting adjourned at 2:36 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.