



## Planning and Budget Council

Minutes – **APPROVED**

May 23, 2022

1:30 – 3:00 PM

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**Attending:** Pedro Avila, Li Collier, Patty Collis, Stephanie Dirks, Gene Durand, Ann Foster, K. Frindell Teuscher, Kate Jolley, Matthew Long (proxy for Regina Guerra), Sean Martin, Jessica Melvin, Eve Miller, Nancy Persons, Salvador Rico, Jane Saldaña-Talley, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, Julie Thompson, Debbie Weatherly

**Absent:** Delashay Carmona Benson, Frank Chong, Maggie Fishman, Regina Guerra, Abrea Tillman

**Guest:** Jordan Mead

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1. **APPROVAL OF MINUTES**

Debbie Weatherly moved to approve the April 11, 2022, April 25, 2022, and May 9, 2022 meetings minutes. Ann Foster seconded, and the minutes were approved for posting.

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

Jane Saldaña-Talley informed members that ACCJC meets June 1<sup>st</sup> through 3<sup>rd</sup> to consider the team report and reaccreditation, and the action letter is expected by end of June/early July. A college-wide announcement will be sent out and posted to the Accreditation website.

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

The [draft Mission, Vision and Values statements](#) were presented at the May 13<sup>th</sup> Town Hall, and comments from the college community and survey were collected. Feedback and discussion on the draft included focus on sustainability and ensuring clarity on the education mission. The Strategic Plan Coordinating Committee will meet again next semester, and an updated draft will be presented to PBC in the fall. The goal is to present the draft Mission, Vision, and Values at the Board of Trustees meeting in September or October. Work will continue on developing strategic objectives and key performance indicators. The Strategic Plan document will be used as the guide for developing other institutional plans.

4. **2022/23 GOVERNOR'S BUDGET MAY REVISE OVERVIEW**– Kate Jolley

Kate Jolley provided an overview of the [2022/23 Governor's Budget May Revise](#). The budget is still process, and she noted that the State Senate has come out with differing recommendations. In response to a question about the 6.56% COLA as it relates to COLA for salaries, she reported that based on the proposed 6.56% state COLA, the Rank 10 is calculating a 4.44% COLA in the tentative agreement for faculty, and current negotiations are in process with SEIU.

5. **2022/23 TENTATIVE BUDGET** – Kate Jolley

Kate Jolley presented and answered questions on the [2022/23 Tentative Budget](#). The tentative budget which includes restricted and unrestricted funds enables spending to occur effective July 1, 2022 until there is a final budget. The tentative budget presented is a rollover of the prior year removing one time funding, implementing the next step in the Long-Range Plan, and does not include negotiated increases or the Governor's budget proposals. The tentative budget will be presented at the Board of Trustees June meeting and go to the Board of Trustees for adoption in September. The adopted budget will be brought to PBC for discussion in early fall.

Responding to if budget reduction targets are within the PBC purview, Kate said PBC can provide input and make recommendations.

6. **STRATEGIC ENROLLMENT MANAGEMENT WORKGROUP UPDATE** – Pedro Avila

The Strategic Management Workgroup has met twice and reviewed the workgroup's charge, the Student Centered Funding Formula, historical FTES trends and productivity, fill rates, data by clusters and departments, and the 50% law which requires 50% of the budget is spent in the classroom. The final meeting this semester will focus on looking at part-time students.

7. **GRANTS AND PROPOSALS PROCESSES OVERVIEW** – Jeremy Smotherman

PBC members reviewed and discussed the [draft grants and proposal process](#). A Grant Request Workgroup will take into consideration matters related to unions, staffing, and research, technology, and facilities resources. PBC will review the grant for alignment with the Mission, Vision and Values statements. Discussion included:

- Concern of the time and effort of the process for small grants.
- Include timelines; grant deadlines are often short.
- Budget component is included in the Cabinet Initial Review.
- Include bullets of the responsibilities within each step.
- The Grant Request Review Process should flow into PBC.

Jeremy thanked Jane Saldaña-Talley, Kate Jolley, Julie Thompson, and K. Frindell Teuscher for their contributions to help create the draft.

8. **PBC CONVERSATION TOPIC – BRAINSTORM THE COMPONENTS OF THE GRANTS PROCESS PBC CHECKLIST**

PBC members brainstormed on a Grants Process Checklist.

- Does the grant duplicate or compete with an existing program?
- Provide the Mission, Vision, and Values statements for reference.
- Ensure the companies, programs, people, etc. associated with the grant does not conflict with the Mission, Vision, and Values.
- Are new positions or additional duties for existing positions required?
- Develop a rubric to evaluate the grant.
- Does the grant assume existing services or resources, or will these need to be purchased?
- Breaking down the 10+1 – Does the grant involve new curriculum or educational programs?
- What is the institutional impact on IT, infrastructure, Faculty (curriculum, faculty support), classified support, and management support?
- If a grant includes a donation of equipment or technology, is it compatible with our environment?
- Will there be ongoing costs and resources the District needs to provide to maintain and support the grant? (IT support, software updates, etc.)
- Small Grants
  - Small grants should go through the same process, however, many items won't apply so the process shouldn't take as long.
  - Consider the cost to support small grants.
  - Have a different threshold for smaller grants to streamline the process?
- Will it cost more to implement the grant than the grant amount?
- Does the grant require district matching funds?
- Does the grant include indirect costs?
- What happens to the grant program once the funding ends?
- How long is the grant? Is it sustainable once the grant is over? Some grants don't need to be sustained and include a scope of work for a specific timeframe to complete.
- Important to include student voice when students are affected.
- Include sign off to ensure all parties are aware of the grant. For example, Dean, Manager, or Administrator approval to apply for the grant.

Pedro Avila encouraged the group to consider the sustainability of grants. How do we make grants sustainable? Many of these issues would be handled by a Grants Office or Director of Grants which SRJC does not have.

There was concern that the process could be too complicated and lengthy and discourage applying for grants particularly smaller grants.

The meeting adjourned at 2:57 p.m.

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[PBC Committee Function](#)