



Planning and Budget Council

Minutes – **APPROVED**

September 9, 2024

1:30 – 3:00 PM

Attending: Patty Collis, Anne Donegan, Maggie Fishman, Angélica Garcia, Ruben Garcia, Benjamin Goldstein, Malena Hernandez, Robert Holcomb, Linda Jay, Kate Jolley, Sara Jones, Siobhan McGregor-Gordon, Eve Miller, Shannon O'Reilly, Nick Perrone, Theresa Richmond, Whitney Schultz, Molly Senecal, Sandy Sigala, Jeremy Smotherman, Anthony Spinozza, Kim Starke, John Stover

Absent: Theresa Richmond, Molly Senecal

Guests: Lisa Beach, Zehra Sonkaynar, Karolina Nazario

1. **Approval of 05.13.24 Minutes** – A council member had questions about the notes on the tentative budget from the May meeting, Kate responded that was the tentative budget she covered in May and she would be presenting updated budget today.

2. **Member Introductions, Announcements and Questions** –

Everyone gave a short introduction. No announcements to share.

Question from a council member asking if PBC is a brown act committee. It was confirmed that PBC is not a committee subject to the Brown Act.

3. **AI challenge Grant - Lisa Beach:**

Grant proposal with SSU. Introduction of grant. Use of AI in the classroom and w/students. Collaborative with SSU and College of the Redwoods. Creating a faculty learning community, English writing courses, program would fund software called RUMI. Written specifically to help faculty assist students in the writing process.

If awarded, the grant is for approximately \$1.5 million with approximately \$330,000 going to each of the two community colleges, and the balance being used by Sonoma State. Funding would be broken down by: A research staff person to collect and report the data, an administrative assistant, event supply costs and a small amount of travel. This is a grant that is sponsored by the California Learning Lab, which funds a variety of efforts just to serve and improve education in California.

There were questions asked about the timeline, what happens to classified staff at the end of the grant, and about the licensing of software which would be covered under the grant.

It was noted that the Academic Senate is currently discussing AI and this feels like a rush. It was asked if this could wait to see what the Senate has to say about this, however it was stated that the grant has to be submitted this week.

The importance of clear language in grant proposals regarding program expiration was emphasized. PBC is not responsible for operational details but should ensure grant proposals are aligned with the Mission, Vision and Values of SRJC.

After much discussion, it was recommended that it be tabled for now and discussed further.

4. **Planning and Budget Council Charge Review** –

The charge is a basic review of why we are all here, what we want to accomplish to facilitate the college's strategic planning process.

Kate went over the PBC charge. PBC doesn't make decisions, it makes recommendations to Dr Garcia. It's about facilitating the strategic planning process, values, the goals, the objectives, and then monitoring the progress on those as well. PBC reviews and/or recommends revisions as appropriate to various budget documents, including the planning and budget framework, the planning calendar, the annual financial audit reports, and budget assumptions, and advises cabinet on the decision to apply for grants.

PBC oversees the PRPP program, resource, planning process. which is the resource allocation method SRJC currently uses, reviews annual unit plans to ensure alignment and integration. PBC provides institutional review and recommend resource allocation for new academic programs every eight years and certificates every two years after recommendation by the Senate, as well as any new Student Services programs. It reviews the outcomes of the 3.6 program review process on the instructional side, and recommend resource adjustments as needed. It also reviews or prioritize project proposals for goal achievement, learning outcomes and accreditation recommendations.

There was a discussion about the timing of getting PBC docs out to the committee. The goal is to get it out the Wednesday, a week before the meeting.

There was a question of members. PBC has invited all, but not everyone chooses to join the meetings.

5. [Strategic Planning Recommendation](#)

Jeremy went through a PowerPoint presentation. Action steps: The action team created in September, having subgroups of the action team looking at the environmental scans and our indicators of effective outcomes. In October, the groups will be working in November and December to develop initial recommendations to PBC.

SRJC has a strategic plan, education plan, student services, facilities, staffing, technology strategic, enrollment management and sustainability plans. The recommendation moving forward is that we move the Student Services Plan and the Education Plan into our overall strategic plan. We still keep our facility staffing and technology plan because they're more operational in nature.

There was concern about the excessive number of subgroups and the impact on classified representation.

A council member highlighted the need for adult education representation, given the unique needs of adult education students. It was noted that adult education will have representation based on faculty who were identified in the District Education Plan. Group discusses the importance of reaching out to marginalized communities and ensuring adequate support.

There was an expressed appreciation for the conversation, noting the need to integrate action steps into the strategic plan. There was confusion and opposition to the aggressive timeline and the need for a clear breakdown of the District Education Plan.

Talk about the importance of integrating teaching and student services into the overarching plan. Jeremy responded that the current plan is seen as siloed, with student services detached from the main plan, leading to a need for better integration.

Ongoing discussion:

- The goal is to ensure that actions are connected across both education and student services, rather than keeping them siloed.
- Other schools are also moving towards a more integrated plan, focusing on clarity in planning.
- The new plan aims to avoid the siloed approach by integrating all actions into a comprehensive document.
- Concerns about the District Education Plan and Student Services Plan groups being seen as silos.

- The current plans were developed separately by different groups, leading to a lack of integration. The goal is to create a comprehensive, integrated document that includes all necessary actions. The new plan aims to ensure that actions are connected and address the needs of both education and student services.
- More information was requested on why the Education Plan is being considered for integration into the Strategic Plan rather than remaining a standalone plan.

Jeremy acknowledges the challenges of implementing the new plan, given the current workload and limited resources. The goal is to tie goals and objectives from the education and student services plans into the overarching strategic plan. The new plan aims to ensure that actions are aligned and measurable, improving the overall planning process. The need for clear communication and resource allocation is emphasized to avoid slowing down other ongoing work.

Further discussion about the importance of having actionable steps in the new plan to ensure accountability. The current plan lacked specific action steps, making it hard to hold ideas accountable. The new plan aims to provide clarity and accountability by outlining specific actions to be taken. The goal is to ensure that the new plan addresses the needs of both education and student services, rather than just one or the other.

- The new plan aims to ensure that all actions are informed and not in conflict with each other.
- The goal is to build a cohesive plan that aligns with the overall mission of the college.
- The new plan aims to streamline the planning process and ensure that all actions are aligned and measurable.
- The new plan aims to ensure that all relevant groups are represented and have a voice in the planning process.
- The goal is to create a comprehensive plan that addresses the needs of both education and student services.
- The new plan aims to ensure that all actions are aligned and measurable, improving the overall planning process.

Overall, general discussion around the need for aligned actions across both sectors, addressing financial constraints, and ensuring synergy in planning. Concerns were raised about the workload and the potential for conflicts. The new plan aims to streamline actions, improve resource allocation, and enhance accountability. The group discussed the importance of faculty and staff representation, with plans to align existing committees and ensure clear communication.

The decision to proceed with the new plan was deferred for further discussion and consultation.

Since the meeting had reached the end of its scheduled time, it was announced that the remaining agenda items would be moved to the agenda for the next meeting.

The meeting adjourned at 3:00 p.m.

[PBC Committee Function](#)