



Planning and Budget Council

Minutes – **APPROVED**

September 26, 2022

1:30 – 3:00 PM

Attending: Li Collier, Stephanie Dirks, Anne Donegan, Robert Ethington, K. Frindell Teuscher, Regina Guerra, Robert Holcomb, Kate Jolley, Sara Jones, Sean Martin, Rachael McCain, Jessica Melvin, Timothy Melvin, Eve Miller, Nancy Persons, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, Debbie Weatherly

Absent: Frank Chong, Maggie Fishman, Patty Collis, Gene Durand, Abrea Tillman

1. **APPROVAL OF 5.23.22 AND 9.12.22 MINUTES**

Debbie Weatherly moved to approve the minutes; seconded by Jessica Melvin.

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

New members Tim Melvin, Sara Jones, and Rachael McCain were welcomed.

Questions were asked if disaggregated data to meet student learning outcomes (SLOs) is already available through existing systems such as Canvas or the Factbook, how other colleges meet the requirement, and is it necessary to purchase software. Jeremy Smotherman advised it would be appropriate to have this discussion after the Accreditation workgroup, recently approved by Academic Senate, develops a process for SLO reporting. The Academic President was asked to relay the concerns expressed in PBC.

3. **ENROLLMENT MANAGEMENT UPDATE** – Robert Holcomb

The Enrollment Management Workgroup has been brainstorming ideas around strategies and concepts across all areas, course offerings, outreach, and community engagement to develop a comprehensive framework with timelines and goals to implement spring semester. The plan will be presented to PBC at the November 28th meeting, and tentatively scheduled to present at the February Board meeting. Drafts of the emerging plans will be brought to PBC. In addition, a group including Academic Deans and Directors, OIR and Student Services meets weekly in preparation and to coordinate implementation of the plan.

There was a request to post Enrollment Management Workgroup members on the website. Public Relations will come to PBC to provide an update on the work. Here is the link to the new [Enrollment Management Workgroup webpage](#).

4. **QUALITY FOCUSED ESSAY** – Jeremy Smotherman

PBC members were referred to the Quality Focus Essay (page 269) included in last year's [Institutional Self Evaluation Report](#) (ISER). The ISER report can be found on the [Accreditation website](#). Jeremy Smotherman referred to Table 33. *Project Activities, Responsible Parties, Anticipated Outcomes, Timeline, Measurable Goals* on (page 269) and provided updates and answered questions. Metrics and goals should be reviewed yearly. Part of PBC's charge is to evaluate progress on these goals. This will be brought to PBC as information with the opportunity to ask questions.

5. **PRPP REIMAGINING** – Jeremy Smotherman

The group discussed reimagining of the Program and Resource Planning Process (PRPP) in preparation for the next planning cycle with the new Strategic Plan. PRPP is for resource allocation and includes major budget augmentation or requests, staffing requests, instructional equipment requests, and program review. Information within the PRPP should align with our mission, goals and objectives.

The PRPP Coordinating Committee (PRPP CC), a sub-committee of PBC, will focus on clarifying the annual planning process and improving utilization and effectiveness. 2022 was a comprehensive planning cycle where all sections were reviewed, and with the changes to PRPP, a comprehensive cycle for 2023 is being recommended. Any clarification or questions can be addressed by a member of PRPP CC at a future meeting.

PRPP CC member Alice Hampton can update and solicit feedback and recommendations from Department Chairs to be brought back to PBC.

6. **STRATEGIC PLANNING COORDINATING COMMITTEE** – Jeremy Smotherman

The Strategic Planning Coordinating Committee (SPCC) was created as a subcommittee of PBC to represent all constituencies, help coordinate and facilitate town halls, gather and analyze information from the town halls to create the Mission, Vision and Values statements. The Mission, Vision, and Value statements are currently on the October 11th Board agenda for the first reading, and the role of the SPCC is nearly complete. Additionally a concern was raised about participation in the facilitating of the town halls, and a recommendation was made to either reimagine the function of SPCC as we move into the next phase of the Strategic Plan or to disband. Numerous council members noted that participation had not been especially problematic and that the lack of clear planning prior to soliciting appointments to SPCC, along with the significant time demands of SPCC, had created scheduling difficulties for participants. It was also stated that to disband the committee and only have a few participants gather and analyze the information coming from the town halls was not transparent or following the expectations of shared governance. Future town halls will focus on initiatives, goals, objectives, and key performance indicators (KPIs) through small group discussion and consensus.

There was discussion about the overall planning process and concerns about creating goals and objectives in the town halls without SPCC facilitation.

- Concerns were raised as to the process used in developing the Mission, Vision, and Values statements, especially around the sampling and analysis methods used.
- Representatives from the constituent groups should craft goals and objectives while considering input from town halls.
- Clarify the commitment and role of SPCC members; constituency groups appoint members who can meet these commitments. Council members noted that this may require additional support from the district, e.g. providing additional compensation using available contract language for faculty participants and support from Supervisors for Classified Professional participants. Participants should have clear and timely notice of the town hall meeting schedule so they can participate.
- Council members noted the importance of receiving input from the most people while also emphasizing the importance of the SPCC benefitting from expert knowledge of constituent stakeholders among the administration, faculty, and classified professionals.
- A council member also noted that the Vision and Values had only come to the Academic Senate as a 5 minute report and not as a discussion or action item.

After much deliberation, it was decided to cancel the October 13th town hall and discuss the strategic planning process and role of SPCC at the October 10th PBC meeting.

7. **PROPOSED AGENDA ITEMS FOR NEXT MEETING – OCTOBER 10**

Continue the discussion on the Strategic Plan and the role of the Strategic Plan Coordinating Committee.

Public Relations report on Enrollment Management work.

The meeting adjourned at 3:00 p.m.
