



## Planning and Budget Council

Minutes

November 8, 2021

1:30 – 3:00 PM

<https://santarosa-edu.zoom.us/j/98401125057>

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**Attending:** Pedro Avila, Denise Beeson, Frank Chong, Patty Collis, Stephanie Dirks, Gene Durand, Maggie Fishman, K. Frindell Teuscher, Regina Guerra, Kate Jolley, Sean Martin, Jessica Melvin, Eve Miller, Salvador Rico, Roam Romagnoli, Jane Saldaña-Talley, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, John Stover, Julie Thompson, Debbie Weatherly

**Guest:** Nancy Persons

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### 1. **INTRODUCTIONS**

Committee members introduced themselves, and Jeremy Smotherman thanked members for the experience and contributions they will bring to Planning and Budget Council.

### 2. **PLANNING AND BUDGET COUNCIL CHARGE** – Julie Thompson

In 2020 IPC and BAC were put on hiatus, and PBC was developed to more fully integrate planning and budget. PBC will review and help facilitate institutional plans with a view to support SRJC's Mission, Vision, and Values; and assess metrics, outcomes, and qualitative and quantitative data. Plans should reflect the mission, and the College decides how best to use resources in support of the plans.

The PBC charge includes a mechanism so that people can bring forward ideas for achieving the College's plans and Mission, Vision, and Values. The charge also allows input from different constituent groups prior to rolling out programs, grants, etc. A structure was created that tries to ensure our practices are appropriate, respects people's roles and rights, brings transparency to planning and budget, and at the same time, supports the work that is consistent with the Mission, Vision and Values.

Dr. Smotherman provided an overview of the Council's functions, roles, and responsibilities. He clarified that the current Mission, Vision, and Values will be followed until a new mission and values are developed and approved by the Board of Trustees.

### 3. **STRATEGIC PLANNING** – Jeremy Smotherman

<https://strategic-planning.santarosa.edu/>

Dr. Smotherman presented an overview of the 2022-27 Strategic Plan Development. Impacts from outside SRJC have and will influence and affect the strategic plan, which may require adjustments.

The strategic planning process includes:

- Planning Cycle
- Annual Review of Progress
- End of Plan Review
- Pre-Planning for New Plan

Innovation, growth, stability, and intervention are the guiding principles of the Strategic Plan. The Strategic Plan is at the institutional level and includes institutional objectives and goals and implementation for the entire College. Operational and tactical plans are not tied to the Strategic Plan but are included in the conversation.

Dr. Smotherman reviewed the activities and planning cycle in developing the Strategic Plan.

- The Strategic Planning Steering Committee prepares for the town halls, which focus on an activity; the committee collects and analyzes the data and presents to PBC;
- results are presented to the College community;
- PBC present drafts for collegial consultation before final adoption.

We need to ensure this is a collaborative process. The new Strategic Plan will use the guiding principles to create the Mission, Vision, and Values; Strategic Initiatives, Strategic Objectives and Goals; and Key Performance Indicators. The Strategic Plan connects our District plan allocation and budgeting to support initiatives, the PRPP process, and our accreditation process.

A question was asked about PBC's oversight. The Tri-Chairs explained PBC's role is not to police but to review decisions and how they align with the College's Mission, Vision, Values, and Goals.

PBC is charged with ensuring resources are supporting the achievement of our Mission, Vision, Values, and Goals. Dr. Smotherman added that the Council has a role of communication. PBC is an appropriate body to respond to questions, review, and provide feedback as things move up and down the chain of communication.

Patty Collis asked how the accreditation process under the existing Strategic Plan will be affected by the new Strategic Plan. Dr. Smotherman said the accreditation cycle is during a specific timeframe. Key performance indicators have been set from the current Strategic Plan and have to be analyzed and reviewed. In terms of new strategic planning, we need to be reflective of what has occurred in the past.

Sean Martin added we should consider how external influences e.g., the Chancellor's Office, the Student Centered Funding Formula, legislative issues, etc. may present challenges to our values.

PBC is new and there are things that still needed to be determined through conversation and consensus. The language in the charge may need to be adjusted.

The town halls are where data is gathered and that data will come to PBC for discussion.

Dr. Roam Romagnoli noted that students were missing from this conversation. It was noted that SGA has numerous committee seats that it needs to fill and that it is important to support SGA so that students are involved in this conversation. It was suggested to add this as a future agenda item. Sandy Sigala will be attending SGA later today and will announce the PBC student openings.

#### 4. **STRATEGIC PLANNING STEERING COMMITTEE** – Dr. Smotherman

A call has been put out for a Strategic Planning Steering Committee. The committee will collect and analyze the data from the Strategic Planning Town Halls and bring to PBC. Town Halls and Strategic Planning Steering Committee meetings are scheduled on Fridays, and the first steering committee meeting is scheduled for this Friday, followed by the Strategic Plan Kick Off Town Hall. The goal is to have the new Strategic Plan completed by October 2022.

Discussion regarding the function and role of the Steering Committee included:

- PBC will direct and support the Steering Committee co-chaired by Dr. Smotherman and Julie Thompson.
- The committee supports and facilitates the Town Halls and will collect, analyze, and present to PBC the data gathered.
- For those who cannot attend, town halls will be recorded, and people can complete the same survey used to collect data.
- Committee has representation from all constituent groups and includes the Vice Presidents, Julie Thompson and Dr. Smotherman. The preference is for no more than 10-12 committee members. A list of committee members will be sent to PBC members. Changes to committee members can be made now that meetings will not conflict with College Council.

- The name “Steering” Committee implies that the committee directs the work. “Coordinating Committee” and “Strategic Plan Workgroup” were suggested.

Julie Thompson put forth the motion to create a committee of people who will help to coordinate and facilitate the work of strategic planning called the Strategic Plan Coordinating Committee. Patty Collis seconded the motion. None opposed and the motion was approved.

The Strategic Planning website is being developed and will include resources, town hall meeting schedule, and links to register for the town halls. A message will be sent to the college community in the next day or two. External partners are also able to register and participate in town halls.

5. **PROGRAM AND RESOURCE PLANNING PROCESS COMMITTEE** – Jeremy Smotherman

Program and Resources Planning Process (PRPP) Coordinating Committee was a sub-committee of Institutional Planning Council (IPC), which was recently discontinued. The Tri-Chairs agreed it would be appropriate for PRPP Coordinating Committee to become a sub-committee of PBC. Dr. Smotherman asked for a motion to adopt PRPP Coordinating Committee as a sub-committee of PBC. Vice President Jane Saldaña-Talley motioned, seconded by Whitney Schultz. None opposed and the motion passed.

6. **BUDGET BOOK OVERVIEW** – Kate Jolley

PBC members will be provided budget training over the next few months. Training will include resource allocation, budget framework, long-range plan, funding formula, fire waiver, etc. About a year ago the Budget Advisory Committee (BAC) presented Budget 101 training to the College community; Kate will send the Budget 101 document along with resource links to PBC members prior to the next meeting.

Kate reviewed the [2021-2022 Budget book](#), which provides the most informative and comprehensive financial information including:

- Budget letter provides information at the state level.
- Budget assumptions for the general funds for operational and instructional programs, student services, etc. Budget changes were made due to COVID but have been backfilled with federal funding.
- COLA increase of 5.07%.
- Large increase in unemployment costs due to COVID; state has offset some, but we still anticipate large increase.
- \$500,000 reduction in operating expenses from the long-range plan. More information will be provided at a future meeting.
- Two years of historical budget information.
- 20/21 backfill from COVID added \$9 million, which helped with increasing the general fund balance.
- There are reserved portions of the fund balances, which are accounting requirements.
- Within the fund balance, there is a designated 5% of the budget for general reserve.
- Capital Projects Fund - state, local, and federal projects and the Bond Fund for bond-related funds.
- Special Revenue Funds – funding we receive for special programs.
- Proprietary Funds - self-insurance fund, retiree benefits funds.
- Fiduciary Funds – SGA budgets and responsibility for which we provide fiduciary oversight.

John Stover asked about lost revenue from parking income. Lost revenue has been backfilled from the Higher Education Emergency Relief Fund (HEERF).

Kate explained that in June a tentative budget is brought to the Board of Trustees as an authorization to spend while the final budget is created. The final budget is taken to the Board of Trustees Board Finance Committee and then to the full Board of Trustees in September for adoption. Any budget revisions are sent to the Board each month.

7. **PROPOSED AGENDA ITEMS FOR NEXT MEETING** – Jeremy Smotherman

Suggested meeting agenda items can be sent to the Tri-Chairs. The next PBC meeting is Monday, November 22<sup>nd</sup>. Updated PBC meeting invites will be sent to the group.

The meeting adjourned at 3:02.

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**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.