



## Planning and Budget Council

Minutes – **APPROVED**

November 22, 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, 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. **APPROVAL OF MINUTES**

Council minutes for 11.8.21 were approved for posting.

2. **STRATEGIC PLANNING TOWN HALL MEETING SCHEDULE** – Julie Thompson

Strategic Planning Town Hall meetings will resume 2.11.22 with a Kick-Off meeting. Townhall meetings will occur every 2<sup>nd</sup> and 4<sup>th</sup> Friday from 9:00am to 12:00pm (except when there is a holiday). Patty Collis suggested providing all employees with a non-registration Zoom link to attend town hall meetings. Dr. Smotherman noted that registration Zoom link allows us to keep a list of attendees and facilitates the inclusion of community members who are not SRJC employees.

3. **STRATEGIC PLANNING COORDINATING COMMITTEE MEETING SCHEDULE** – Jeremy Smotherman

Strategic Planning Coordinating Committee (SPCC) meetings will resume 2.4.22 from 8:00am to 9:00am. SPCC meetings occur one Friday prior to a Strategic Planning Town Hall meeting. SPCC will also meet the hour prior to any Strategic Planning Town Hall meeting on an as-needed basis.

Debbie Weatherly commented on the importance of including students on PBC and on SPCC. Dr. Smotherman reported that SGA was still in the process of assigning students to PBC and SPCC. Sandy Sigala reported that she had contacted SGA and encouraged them to finalize their appointees. Dr. Smotherman reported that he had just received communication from SGA, and their appointees were just finalized.

4. **PLANNING AND BUDGET FRAMEWORK** – Kate Jolley

Kate Jolley went through the nine parameters in the Planning and Budget Framework, the guiding document for the District's budget. This will come back to PBC in the Spring for discussion and possible edits.

5. **ISER DRAFT** – Jane Saldaña-Talley and Kate Jolley

Jane Saldaña-Talley talked about the timeline for completing the ISER draft and the Spring comprehensive visit. Kate Jolley discussed the Special Fiscal Monitoring Site Visit that will be conducted at the same time. The peer review team will be assessing the remaining deficiencies from the District's Enhanced Fiscal Monitoring. These include declining FTES, changes in employee FTE

from the implementation of the Long Range Plan, ensuring that budgets are realistic, and the sustainability of the Other Post Employment Benefits (OPEB) funding mechanism.

6. **Budget 101** – Kate Jolley

Kate Jolley discussed the various parts of the Budget 101a informational presentation that was created by BAC in 2019 to educate the College community around some of the basics of how we are funded. The presentation addresses topics such as what is included in FTES and describes the various types of FTES and examples of how FTES affects our funding. It also discusses the new funding formula, which PBC will get into in more depth in the spring. The third area is the differences between categoricals and grant programs and their impact on the JC.

7. **PROPOSED AGENDA ITEMS FOR NEXT MEETING – DECEMBER 13** – ALL

Julie Thompson, Kate Jolley, and Dr. Smotherman talked about increasing the engagement and energy during PBC meetings. All three acknowledged that it is difficult to engage in the Zoom environment, especially when a lot of information is being presented.

The meeting adjourned at 2:55.

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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.