



Planning and Budget Council

Minutes – **APPROVED**

December 13, 2021

1:30 – 3:00 PM

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

Attending: Pedro Avila, Frank Chong, Patty Collis, Stephanie Dirks, Gene Durand, Maggie Fishman, K. Frindell Teuscher, Kate Jolley, Sean Martin, Jessica Melvin, Eve Miller, Salvador Rico, Whitney Schultz, Sandy Sigala, Jeremy Smotherman, John Stover, Abrea Tillman, Julie Thompson, Debbie Weatherly

Absent: Denise Beeson, Delashay Carmona Benson, Regina Guerra, Roam Romagnoli, Jane Saldaña-Talley

Guest: Nancy Persons

1. **APPROVAL OF MINUTES**

The spelling of APPROVAL OF MINUTES heading was corrected. Debbie Weatherly moved to approve and Sean Martin seconded. Council minutes for November 22, 2021 were approved for posting.

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

Delashay Carmona Benson and Abrea Tillman have been named as Student Representatives to PBC.

3. **PBC CONVERSATION TOPIC – Why did you want to be on PBC? Which aspects of the charge are you most excited about? What information do you need to fulfill this?** – Julie Thompson

Committee members shared some of the reasons that they wanted to be on PBC and what they are most excited about:

- Participate in the planning of goals and how those goals support the Strategic Plan; using the Strategic Plan as the guide for decision-making.
- Working as a group to learn about and understand decisions and information that affect the college and constituent groups. Providing input and concerns from and reporting out to constituent groups.
- Learning about and understanding the budget, funding sources, grants process, how best to utilize and allocate resources, how funds are distributed and support the Strategic Plan, and aligning the budget to goals.

The group discussed the need for information on grants and when grant funds are available. Kate Jolley said two things will help identify when funds are available: a grants process, which is being developed and will be discussed in PBC in early spring; and Kate Jolley's leading PBC through the budget process, which will inform members of the process, funding sources, and allocation of resources. Pedro Avila added that many times there is a short window to (re)apply for grants, which illustrates the need to be proactive. Stephanie Dirks, who oversees the accounting of categorical funds, has a list of grants, so a process to include what information is needed and how to make the information accessible needs to be considered. PBC brings an opportunity to provide input and evaluate grants, their impact, and the criteria for how funds can and cannot be allocated.

4. **2020-21 DISTRICT AUDITS: District, Bond Financial and Performance** – Kate Jolley

Kate reviewed the highlights for the annual District audits, which are being presented to the Board of Trustees tomorrow. There are four annual audit reports. She was pleased to report there were no findings in any area and that the college received unmodified opinions on all of our audits this year. Kate Jolley highlighted information in the [District audit](#) under the Management Discussion and Analysis starting on page nine. She highlighted that SRJC is debt adverse, which relates to accreditation, and contributions to STRS and PERS have increased significantly from 2015 to 2021.

Bond Reports include the financial statements to ensure funds are spent appropriately and a performance audit that ensures the funds are spent as the District promised to the voters. Kate Jolley addressed questions relating to project change orders. Change orders over 10% must be approved by the Board and include the reason for the change order. It was noted that renovations tend to have more change orders than new construction. Questions about change orders can be emailed to Dr. Chong or Serafin Fernandez, Senior Director, Capital Projects, who could also attend a future meeting to answer questions. Dr. Chong pointed out that in addition to the Board, the Citizen's Bond Oversight Committee and Board Facilities Committee also oversee costs. Patty Collis added that Citizen's Bond Oversight Committee meetings are open to the public to address questions and provide information.

5. **311 REPORT, INCLUDING 50% LAW CALCULATION AND EDUCATION PROTECTION ACT REPORT** – Kate Jolley

Kate Jolley reviewed the 311 Report, which is the annual financial report that is submitted to the Chancellor's Office. This report includes the 50% Law requiring SRJC to spend, with some exceptions, 50% of the general unrestricted fund on in-classroom instruction. In 2021 SRJC spent 53.2%, which is an increase over the past few years.

6. **PRPP CYCLE TMLINE / OVERVIEW** – Jeremy Smotherman

Jeremy Smotherman reported that the PRPP Coordinating Committee is working on the timeline and will update PBC at a future meeting. He reviewed the sections of the PRPP and how it aligns with the Strategic Plan timeline. Sections 2 and 6 of the PRPP are completed each year, and all sections 1 through 6 are completed every third year. This year is a full PRPP cycle, and a recommendation is being considered to complete all sections of PRPP next year to align with the Strategic Plan timeline and the new Mission, Vision, and Values.

Jessica Melvin voiced concern about how items are ranked in the PRPP and that they do not always seem to be ranked correctly, and asked whether PRPP should have oversight to correct this. Jeremy Smotherman will take this up with the PRPP Coordinating Committee and bring back to PBC with a recommendation to discuss at a future meeting.

The meeting adjourned at 2:57 p.m.

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.