



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from ZOOM Meeting

March 3, 2021

APPROVED April 7, 2021

Members Present: **Co-Chairs:** Rod Garcia, Joseph Ramirez; **Management Reps:** Cyndi Grein, Rich Hartmann; **Faculty Reps:** Kim Orlijan, Marcus Wilson; **Classified Reps:** Nichole Crockrom, Monica Hagmaier; **Student Reps:** Nikita Martin; **Resource Members:** Gil Contreras, Vivian Gaytan, Melisa McLellan, and Catalina Olmedo. **Student Reps Absent:** Lucas Aguirre.

The meeting commenced at 2:03 p.m.

I. Approval of Meeting Notes: The February 3, 2021 Summary Meeting Notes were unanimously approved by a motion from Marcus Wilson and seconded by Rich Hartmann; with a minor correction to remove Josh Ashenmiller's title as Senate President; all were in favor.

II. Planning Update: Co-chair Joe Ramirez reported there are several task forces on campus including: 1) SEAC Task Force, which Rod will speak on later, 2) DEAC (Distance Ed), 3) Faculty Senate Task Forces on a number of topics for planning efforts, some of which have concluded, and 4) Safe Return to Campus Task Force.

The State Chancellor's Office (CCCCO – California Community College Chancellor's Office) recently released a SCFF Model Dashboard (Student Centered Funding Formula), and Joe provided the following link in the Chat during the Zoom meeting:

SCFF Dashboard from CCCCCO:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/scff-dashboard>

This high-level new tool will be useful to provide budget information coming from the State Chancellor's Office.

III. Budget Update: Co-chair Rod Garcia reported that the new allocation model (SCFF) Joe reported on also released a contracted manual to obtain MIS data including success matrix and info on students we serve. In the past, we would submit information to the state, but funding was never based on that, but now, it will be audited along with the COVID state block grant.

Project Update and Requests as of February 24, 2021 Handout: At the last Council on Budget and Facilities (CBF) meeting, all District Budget Officers (FC Budget Officers include Cyndi Grein

and Rod Garcia) were directed to create a list of their campus needs for scheduled maintenance to be presented at the next CBF meeting for consideration of being paid for with one-time funding. Since the State did not allocate monies for Instructional Equipment and Scheduled Maintenance, the College may have an opportunity to fund these proposed expenses with District one-time funds. Rod shared his screen to display the current Fullerton College Project Update List and discussed the budgets, encumbered monies, and balances left as of February 24, 2021. He also shared a list of 2021/22 to 2022/23 Proposed Funding Requests totaling \$9,480,000 that he will share at the next CBF meeting as an informational item. Vice Chancellor Fred Williams only wants to fund projects that can be completed by 2021-22. Fred stated there is about \$20M in one-time funds available. Some of these projects can be funded with CARES monies if they are COVID-related. Rod requested that Melisa email the file to the committee following the meeting.

HEERF II (Higher Education Emergency Relief Fund II) Handout: Rod reported that the College will receive a second round of funding called CARES 2 or CRRSAA funds in the amount of \$20,180,789 for 2021-22, which must be spent within one year of receiving the monies. Rod prepared an estimated Expense Plan he shared on his screen. Rod is proposing to spend \$4,850,367 on student aid, but may reserve up to \$7M in case we do not receive the “Minority Serving Student Institution Grant” monies. We are still waiting to hear back on the decision.

A Board Item is being prepared to contract with a vendor to provide onsite Student Athlete COVID Testing for \$600,000 through June 2021. Students will be tested three times a week at a cost of \$78 each plus additional costs to mail the test which amounts to about \$80-100 for each test. The College plans to contract with the vendor for the remainder of Spring 2021, Summer 2021, and Fall 2021, so he reserved monies for that purpose.

From its inception, the College has spent \$480,000 for the Health Hornet Drive Thru, which provides groceries to students every Thursday morning. The College will use the \$5M revenue backfill for lost revenues associated with Campus Safety and Child Development, for example. COVID has also had an impact on our Non-resident and International Students tuition funds as we have incurred a loss of \$2M. The campus HVAC Improvements required for the Safe Return to Campus amount to \$2M. The College has hired an individual to provide COVID Contact Tracing for \$120K. Due to COVID and staff returning to campus, the areas of A&R and DSS (Admissions & Records and Disability Support Services) will be updated to allow for safe distances for \$600K. Facility Enhancements have been made for \$150K (touchless doors, faucets, toilets, etc.). Hot meals will begin to be offered to students via a “grab and go” style on Monday, Tuesday, Wednesday and Friday inside the Sodexo Seryery to students that register to supplement the Food Drive which takes place on Thursdays. Students must register, but there is no stipulation to show a need. The food drive currently serves 200-300 students each Thursday. Rod estimated \$2M for Spring 2021 and Fall 2021. Since NOCE was not awarded CARES funds, the District Chancellor awarded a portion of the \$1.5M of the campus-awarded funds (Fullerton and Cypress) to be given to NOCE, of which \$845,048 of FC’s funds will be given to FC NOCE Wilshire to award \$500 to each student. If NOCE does not use the funds, it will not be returned to the College. Lastly, the College has spent \$325,741 on PPE and supplies. Marcus asked how many student athletes on average, and Joe said 500 each year, but that is for all

athletic programs. Dean Grossman estimated that the Hot Meals Program will serve about 200 students per day. Rod asked Melisa to email the HEERF II Allocation Table for that documents Fullerton College's Estimated Expense Plan.

Joe also reported that of the headsets and WiFi Hot Spots we purchased with CARES funds, only half have been checked out to date. The College may need to purchase specialized computers for labs. The College purchased two printer kiosks, and one has been installed on the quad by the Cadena Center. The new CARES monies can be used for personnel to enhance online programs such as contact tracing, check-in staff, and Distance Ed Prof Expert. The Task Force for Distance Ed meets today and may look into hiring a Prof Expert. Facilities may need to hire additional custodial staff to sanitize between classes as we increase the number of onsite classes.

SEAC Task Force's Proposal for 2021-22 SEA Allocation Handout: Rod shared the SEAC Task Force's Proposal for 2021-22 SEA Allocation that was approved by PAC last week and will be presented to Faculty Senate. The proposal outlines SEA Allocation to Fullerton College, ongoing expenses, adjustments to remaining funds, proposed expenditures to maintain support for equity-focused programs, and on-ramping new opportunities. Co-chair Ramirez helps facilitate conversation with the task force. He asked if there were any questions, and there no questions. Rod asked Melisa to email this document to the committee.

IV. Other/General Discussion: Marcus asked where the proposed Equity Center would be, and Rod replied that he and VPSS Contreras are looking for an area, potentially in the Chapman-Newell Building. Marcus also asked if, and when a Director would be hired, and Rod replied that the College is planning to bring a manager on board. Marcus expressed concern that the new Equity Office should not be a satellite office, but be located in the heart of campus. Rich Hartmann announced that he is planning to retire, so the committee needs to find a replacement manager. PBSC has not received any communications from the Program Review Committee regarding proposed funding requests. The College needs to begin planning for Guided Pathways and the need for positions in certain areas and consider how to pivot and use our resources to help facilitate as the Guided Pathways Grant is only funded through FY 2021-22.

Meeting adjourned at 3:08 pm
Meeting Notes taken by Melisa McLellan
Next Meeting: March 17, 2021