



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from ZOOM Meeting

April 7, 2021

APPROVED

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

The meeting commenced at 2:03 p.m.

**I. Approval of Meeting Notes:** The March 3, 2021 Summary Meeting Notes were unanimously approved by a motion from Marcus Wilson and seconded by Kim Orlijan.

**II. Planning Update:** Co-chair Joe Ramirez reported the DRAFT Integrated Planning Manual would be shared at PAC for approval on April 14, 2021. He stated he anticipates ongoing updates, as it is a living document.

**III.A. Budget Update:** Co-chair Rod Garcia reported that our College would receive \$20,180,789 in CARES 2 funding and shared his screen to reference during his discussion. He said we now have the figures for the minority serving grant portion totaling \$1,202,289. With CARES 1, we allocated \$4.8M in student aid, but for this pot of monies, the College will allocate \$7M. The CARES 2 guidelines allows the College to backfill all lost revenues, and as a result, that releases the \$5M to be returned to one-time funds where CBF (Council on Budget and Facilities) can discuss a future use.

Rod reported another round of funding referred to as CARES 3 has been released and our College would receive \$35,604,000. It requires half the amount to be allocated to financial aid to students, which amounts to \$17,802,000. The College will have one year to spend this grant money from the year they draw down the fund. The College has until May 4, 2021 to spend CARES 1 funds, but we asked for an extension and are still waiting to hear back if we were approved. With CARES 2, we will have until April 15, 2022 to draw down the funds, but we have yet to start using these funds. The College plans to draw funds for COVID testing for students.

Since we have yet to receive CARES 3, we can buy more time to spend those funds. Rod reported that there are less restrictions and use of funds is more flexible because CARES 1 and 2 were grandfathered in.

Rod shared his screen of a memo dated March 24, 2021 from the California Community Colleges which provides information about the 2021 Immediate Action Budget Package (Senate Bill 85), which includes funding for I: Emergency financial assistance to low-income community college students \$100M, II: CalFresh outreach (\$3.1M), and III: Student retention and enrollment outreach (\$18M). The NOCCCD will receive about 3% of the amounts listed above, and then distributed to the District budget centers.

Yearend processes are underway with the last day to submit RQs on April 15, 2021. Enrollments are down, but we are in hold harmless and will be backfilled by the District.

The unemployment rate has more than doubled and need to absorb this at the campus (\$600,000). We may be able to use CARES funding because it may be described as a “COVID-related” issue and we need to see if the Board approves this decision.

Marcus Wilson reported that at a recent DEAC meeting, the need for admin support in Distance Ed was discussed and he asked Rod if it would be reasonable to use CARES funds as an allowable expense for admin support. Rod replied that it would be an allowable expense.

There was a discussion on the annual total amount of financial aid distributed to students of Fullerton College. Mr. Ramirez reported he estimated it to be about \$35M for Fullerton College and \$50M Districtwide. Dr. Contreras stated he believed the CCPG grant distributed about \$45M to students. Being these are estimates, it was discussed to research and provide the exact figures at our next meeting.

**III.B. One-time Funds:** Rod shared his screen outlining the two-page “Working Draft” of the proposed campus plan to spend a one-time fund allocation yet to be approved by the District. The exact amounts to District budget centers is still being discussed at CBF and DCC. The plan was shared at PAC on March 25. Melisa will email all files to the membership there were shared and discussed at this meeting. High-level categories include Sustainability, Outreach and Marketing, Program Review, Student Success and Equity, Professional Development, Temporary Projects, and Scheduled Maintenance.

The plan also includes a list of one-time fund requests to be funded by CARE’s funds including Distance Education, HVAC/Handler Upgrades, Student Basic Needs Support, Direct Student Aid, Division Instructional tools and student support for Guided Pathways, and Program Review. The document stated, “One-time funds can’t be used to fund permanent, ongoing positions (only temporary, short-term roles). Marcus raised a concern on an item listed and stated that it is not allowable to fund an ongoing staffing request for a Sustainability Special Project Manager and this item should be reviewed. A discussion followed.

Rod asked if the members had any other ideas to add to the working draft. He stated the College would be allocated about \$5.7M and if the \$5M in backfill became available, we would be able to allocate more.

Marcus asked about the new breakfast/lunch being offered to students and if AB-19 funds would be used to continue the program in the future. Rod replied that the item came from the AB-19 Taskforce list and CARES funding is currently being used, but the plan is to use AB-19 funds in the future. Rod reported CARES funds were also used to fund the laptop loaner program currently being offered to our students. Rod stated CARES funding has allowed us to build an inventory of laptops and pilot our programs, and in the future, we can use AB-19 funds.

Rod stated the one-time funding proposal will be taken under discussion at the CBF in May.

Gil reported that with the campus closure, we have been able to evaluate our technology and we plan to draft a proposed governance plan and structure with software and hardware components to be used locally at Fullerton College.

**III.C.Program Review Update:** Rod reported that he received the Fall 2020 APRU Program Review Resource Requests from Josh Ashenmiller and will begin to analyze the list and bring it back to our next meeting for discussion on April 21. The list will be shared with the Deans to be prioritized and include at least some funding for each area. If he determines the need to be related to COVID-19, he will consider the use of CARES funding instead.

**IV. Other/General Discussion:** Joe reported that Faculty Senate and PAC approved a document containing “Recommended Protocols for Fullerton College Participatory Governance Committees” for shared governance committees to follow with regard to sharing meeting notes, report outs, and other information that will be implemented next year.

Rod reported that our 300/500 Building campus project will be 70% state-funded and will go out to bid for a Design/Build. He reported that the IPP (Initial Project Proposal) for the Fullerton College Horticulture STEM project was approved by the State, so the next step is to submit the FPP (Final Project Proposal). Rod also shared his screen with a live view of the construction status of the new Instructional Building with the cupola/dome installed and what you cannot see if that the scaffolding has been removed on the north and east side of the building and the courtyard looks amazing. The IB has a substantial completion date of Sept 2021 and proposed move-in date of October 2021 to December 2021. Rod is currently working with Dean Willoughby to coordinate the faculty pack up and move.

Meeting adjourned at 3:20 pm  
Meeting Notes taken by Melisa McLellan  
Next Meeting: April 21, 2021