



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from ZOOM Meeting

April 21, 2021

APPROVED May 5, 2021

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

The meeting commenced at 2:01 p.m.

I. Approval of Meeting Notes: The April 7, 2021 Summary Meeting Notes were unanimously approved by a motion from Cyndi Grein and seconded by Marcus Wilson.

II. Planning Update: Co-chair Ramirez reported the *revised* Instructional Program Review Self-study Report Template was shared at Faculty Senate where it was approved. He also reported that the Program Review Committee (PRC) is changing their name to the “Program Review and Planning Committee” (PRPC). The PRPC may consider revising the “Administrative & Operational Services Program Review Self-study Report Template” in the future. He also reported discussions need to take place about the campus processes for hiring personnel and the related paperwork, formerly yellow sheets used in the past. Also, the PBSC needs to discuss resource allocations for one-time funding including the development of processes.

III.A. Budget Update: Co-chair Rod Garcia reported there is no budget update, but the District’s Tentative Budget will be brought forward to the Board at the second meeting in June. Staff will review the POS Control (position control) and with the new Resource Allocation Model (RAM), we will look at our funding. Last week, \$4.8M was disbursed to students and a second distribution of \$500 per qualified student by the end of the month. It was reported that about 9000 students qualify for student aid and with a head count of 20,000 students, that is about half our students. In the past, students had to show a need to receive funding, but the new guidelines do not require it. Rod reported the District received a memo from the State to distribute student aid to undocumented students, but since they cannot qualify for the FAFSA, we are waiting guidance on this issue. If there is enough funding available, the College hopes to increase each student allocation to \$1,000+ in Fall 2021, for a total amount of \$15M.

Joe stated that FTES may not have the same importance now that Spring enrollment is 8% lower than a year ago. The College is in hold harmless and it doesn’t mean we are automatically backfilled. RAM is driven by what is produced at the campus. Rod reported the time period to spend CARES 3 funding is longer than expected and that we have until 2023).

III.B. One-time Funding Update (continued under Item IV): A campus process needs to be developed on how uses for one-time funding get on our proposed list. Unallocated Program Review Resource Requests are some options to consider as well as one-time needs outside of program review and exceptions that arise between program review periods. Kim reported that she would share the draft one-time funding Rod shared today to Faculty Senate at their next meeting on April 29, and inform the senators and deans as well. Kim stated that the Program Review bucket should be augmented to buy time and honor what already exists. It was discussed that a memo should be distributed to campus on what funds can and cannot be used for.

Rod will report out to PAC on what we discussed today and this item will be taken to the Council on Budget & Finance (CBF) as an informational item. Joe stated that the Program Review template should provide guidance on the frontend so users can properly and fully report their information on the template and APRU form.

III.C. Fall 2020 APRU Program Review Resource Requests: Rod shared his screen and stated the requests highlighted in RED will not be considered for funding by the PBSC because they are capital projects, ongoing requests, or to fill full-time or permanent positions. The committee reviewed the entire list of resource requests and determined there were five items on lines (#5, 9, 11, 15, and 16) that were not endorsed by the PRC. Also, the committee is requesting what type of counseling the Veterans' Resource Center is requesting on line #25. Rod asked Melisa to reach out to Josh Ashenmiller (President of PRC) to provide a justification why those resource requests were not endorsed and for additional information on the last item.

Marcus asked why the PRC doesn't set a minimum dollar amount because some items are petty and he's concerned why someone is asking for the money when the dean should be managing their own budget and pay for trivial expenses that should not even be listed on the self-study or APRU form. The PBSC discussed perhaps there should be a minimum and maximum dollar amount for items they would consider for funding. Kim asked how Division budgets are determined and Rod replied there is an operating allocation that is carried over each year. As the budget increases or decreases, we augment the budgets. Division budgets should be based on the division's needs. Divisions should know their budget and in the last 5 years that Rod has been at Fullerton College, Rod said it has not changed.

Rod informed the members that last year, all Program Review Resource Requests were funded in the amount totaling about \$452K. This year, Rod is going to ask to double the available funding to allocate to program review for a total of \$1M, which would be more than enough. Since enrollment is down, Rod said we should be decreasing the budgets, but it all depends on costs and personnel. All on-going funds have been allocated.

Rod stated he recently revised the lottery allocations by redistributing the unspent monies to those divisions who could spend the funds. The original allocation for divisions was setup by Fred Williams years ago. Operating allocation is adjusted for the buy and sell of personnel. A division's budget may be augmented if approved. Marcus thinks the last time budgets were

updated was following the O.C. Bankruptcy. Rod stated having an ongoing contingency is useful.

Joe asked if the requestors receive feedback when their resource requests are not recommended to PAC for funding. Rod stated the PBSC prepares a thorough analysis of the PBSC's process for reviewing and awarding funding in the summary Melisa prepares in the recommendations to PAC. The PBSC may want to identify suggestions of other methods to notify non-funded requests and share them with the PRPC.

IV. Other/General Discussion: Rod reported that for any programs with lost revenues from fundraisers, such as fine arts, will be considered for reimbursement from CARES funds.

One-time Funding Discussion Continued: Kim asked if the committee could discuss the proposed DRAFT list of one-time funding that went to PAC for discussion on March 25, 2021. Kim will share the list at Faculty Senate and give them the opportunity to add to the list. Kim will share any revisions with PAC. 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. 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.

Marcus raised a concern on the Sustainability Special Project Manager position and stated that it was his understanding that it is not allowable to fund an ongoing staffing request and this item should be reviewed. There was concern that the requested special projects manager position could be used as a backdoor to hiring a full-time position. Sustainability is on the agenda for discussion at the next PAC meeting. Kim referred to STARS, a data collecting and rating system that performs an analysis whereby the Sustainability Special Project Manager would work with this company to identify areas where our campus can improve our sustainability efforts.

Rod stated we received \$184K from the State for student retention and enrollment so this may reduce the one-time funding requests for outreach and marketing. Rod will share the one-time funding proposal with the PBSC members. 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.

Meeting adjourned at 4:10 pm
Meeting Notes taken by Melisa McLellan
Next Meeting: May 5, 2021