



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from ZOOM Meeting May 4, 2022

APPROVED May 18, 2022

**Members Present: Co-Chairs:** Rod Garcia, Daniel Berumen; **Management Reps:** Carlos Ayon, Malmi Vitharanage; **Faculty Reps:** Jeanette Rodriguez, Marcus Wilson; **Classified Reps:** Nichole Crockrom, Carolina Santillan; **Resource Members:** Melisa McLellan, Elaine Lipiz Gonzales, Celina Gutierrez, Vivian Gaytan; **Student Reps:** Clarice Hamby, Judith Quintana.

The meeting commenced at 2:00 p.m. Rod mentioned that the secretary Melisa McLellan was ill and may not be in attendance at today's meeting (5/4/22). He stated the meeting will be recorded in order for Melisa to prepare a draft of today's meeting notes (May 4, 2022). Rod also stated Celina Gutierrez emailed the DRAFT meeting notes from April 6, 2022.

**I. Approval of Meeting Notes:** The April 6, 2022 Summary Meeting Notes were unanimously approved after a motion from Marcus Wilson, seconded by Carlos Ayon. NOTE: The meeting on April 20 was canceled.

**II. Planning Updates:** Co-chair Daniel Berumen stated there were no planning updates.

**III. Budget Updates (Program Review):** Rod shared that Faculty Senate approved the 2021-22 Program Review Resource Requests on Thursday, May 21, 2022 (a week and a half ago) and Rod received the list of resource requests that afternoon. For those new members, Rod explained the Program Review process, which consists of the Program Review and Planning Committee (PRPC) having the responsibility to read and review all Program Review Self-Study Reports submitted. This year the Instructional Divisions/Departments submitted Self-Study Reports and all areas across campus were able to submit an Annual Program Review Update Form from Instructional and Non-Instructional areas. The PRPC then reads the reports and forms to create a list of all resource requests from all input sources. The PRPC then reviews each individual resource request and either "endorses" or "does not endorse" each item/request based on their criterions. Next, the PRPC submits the list containing all resource requests to Faculty Senate for consideration and approval. Faculty Senate then reviews the list for approval. The Faculty Senate approved the 2021-22 Program Resource Request list on May 21, 2022. Then, the Resource Request List is submitted to the PBSC for consideration of approval for funding. In order to keep transparency, the Vice President of Administrative Services (Rod Garcia) initially red-lines all requests that were "not endorsed" by the PRPC. Then, Rod identifies the items that can be funded with "one-time" monies so any items that require continuing funds or "on-going" are removed from consideration from the PBSC. For

example, Rod identifies and removes resource requests that require ongoing funding such as permanent/full-time faculty, classified professional staffing or management salaries, and major construction projects because the PBSC can only approve one-time funding for a single year. Then, Rod meets with each dean/manager to discuss and review all “endorsed” resource requests. The purpose of these meetings is to 1) Identify if any items are “no longer needed” or “have already been purchased”, 2) If there are alternative funding sources available to fund the items, Rod makes a note such as Lottery, Grants, or HEERF (Covid Relief), and 3) To prioritize the list based on their division/department needs by using the “ranking” column if needed. The PBSC has the responsibility to review only the resources endorsed by the PRPC and approve resources for funding based on a recommendation to the President’s Advisory Council (PAC) for funding in Fall 2022. Rod shared his screen and the committee reviewed the list line by line. The 2021-22 Program Review Resource Request List identified 285 resource requests totaling \$27,488,980.87.

For any items listed in “green”, Rod recommends funding with general carryover, unrestricted funding. Rod has a Campus One-time Carryover Lotto fund to be used for emergency purposes (identified in green on the screen) and was able to fund some items using this alternate funding source. Rod also identified requests to be covered with Lotto funds highlighted in “blue” that can be covered with the divisions’ ongoing Lotto funds they get every year.

Rod identified many resources that can be paid using Instructional Equipment funding and were highlighted in “green” to be covered with “one-time funds”.

Rod also identified some requests for embedded tutoring and he spoke with Dean Dani Wilson, Manager Jessica Johnson and faculty Brandon Floerke to be funded with “Hornet Funding” (highlighted in blue) and asked that the team work with divisions to provide these services.

For any promotional items, Rod has proposed they be funded with the Outreach funds (highlighted in blue for alternate funding).

Resources related to FIG - Faculty Inquiry Group, Rod recommends funding. Marcus asked if other divisions were aware if FIGs would be funded in the future. This can be discussed with Staff Development regarding future funding. Per Marcus, Rod will ask Humanities for their Program Review Self-Study to review in detail the request for \$6,000 to increase number of English majors - training.

There were items identified to use SEA (Student Equity) and SWD (Strong Workforce Development) grant funds (highlighted in blue for alternate funding).

There were a number of requests totaling \$554,000 that were endorsed by the PRPC (highlighted in dark green), and the PBSC supports them. Due to limited funding and being ranked 11 as low priority, Rod proposed these items be added to the list next year for consideration of funding by PAC in the future.

Marcus and Jeanette inquired as to why the PRPC denied all Ethnic Studies items because the PRPC endorsed other items similar in nature. Rod stated that the PRPC does reach out to programs for justification and if they do not receive a reply, they keep it coded “not endorsed” so maybe that was the case. Carlos said if PRPC is not able to justify how it benefits students, then items will remain as “not endorsed.”

Marcus and Jeanette also asked why there was a discrepancy as to why guest speakers were endorsed and some were not. Rod said he would look into that and make any necessary adjustments.

Rod does not know why, but he recommends the PRPC to justify or provide a reason why they do not endorse some items. Jeanette wants # 238 Publicity outreach to have a reason why this item was not endorsed. Melisa will contact the PRPC to provide explanations regarding item # 238 and # 251.

The PBSC were unanimous to consider for approval of funding \$1,8M less \$554,000 (highlighted in dark green to be deducted and be recommended for future funding), which leaves a remaining total of \$1,352,719 to be recommended to PAC for funding.

The breakdown is as follows:

\$755,928 Instructional Equipment Fund Requests  
 \$418,739 General, unrestricted Fund Requests  
 \$166,802 Lotto Fund Requests  
\$11,250 HERFF Fund Requests

**\$1,352,719 TOTAL Recommendation**

Per Divisions:

96,482	Library
2,000	Student Life & Leadership
181,000	Business/CIS
48,900	Disability Support Services
118,100	Fine Arts
57,020	Humanities
107,970	Math and CS
210,998	Natural Science
99,049	PE
28,200	Social Science
378,000	CTE
<b>1,327,719</b>	<b>TOTAL</b>

Marcus made a motion to endorse the list with funding not to exceed \$1,352,719 with understanding of minor adjustments for items we discussed today. Jeanette Rodriguez seconded the motion and the motion passed with all in favor. Daniel said he would reach out to the PRPC about items we discussed and about adding an explanation column for “not endorsed” items on future spreadsheets.

Rod asked Melisa to prepare a recommendation to PAC to be presented at their next meeting on May 11, 2022. Rod will ask PAC to approve and for the President Dr. Contreras to accept at the same meeting so we can move forward with distributing funds for Fall 2022.

Rod asked for everyone in this committee who represents a shared governance group to share the recommendation with their constituents and Rod will find a way to share the actual recommendation to the campus.

**IV. Budget Update:** Rod stated the Governor’s May Revise is expected to be released in a week or two. If it comes out before our next meeting, he will discuss it. Rod stated the statutory COLA is expected to be 6.57%. Rod said that he has a conflict with ACBO conference and will not be present at the next PBSC meeting on May 18, 2022 so Daniel will share any budget updates on his behalf. Rod stated with the new RAM (Resource Allocation Model), CBF (Council on Budget and Facilities) discussed potentially looking at infrastructure for hybrid classes and piloting a few classrooms in each division.

At the last meeting, Marcus had requested Rod to bring the ACT hours of operation to the next meeting. Rod stated the Staff are currently available 3 days a week until 7:30 pm. For Fall, staff will work Monday – Friday from 6 am – 10:30 pm as well as Saturday and Sunday from 8 am – 4:30 pm. Computer labs will be open in the Fall Monday – Thursday from 7:30 am – 10:30 pm and Fridays until 5 pm. Computer Labs are not open on Saturdays and Sundays, but remote computer labs will be made available.

Rod reported that HERFF funds were extended through June 2023. There is a 4<sup>th</sup> round of funds available for COVID expenses identified as SSARP Supplemental Support Under American Resource Plan, which we don’t technically qualify for, but we were recommended to apply and we did. We are still waiting on the outcome. This will be used to address COVID expenses such as student retention and student support, and we asked for \$40M. In the Summer and Fall, students will be provided with free parking and in the Fall, Rod is hoping to provide at least one meal a day tied to their student ID, which will be a dollar amount and not a specific food item. The printer kiosks are a permanent item that will remain available to students.

**V. Other/General Discussion:** None.

Meeting adjourned at 3:23 pm  
Meeting Notes taken by Melisa McLellan  
Next Meeting: May 18, 2022