



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from ZOOM Meeting May 5, 2021

APPROVED September 1, 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; **Student Reps:** Nikita Martin; **Resource Members:** Melisa McLellan, Vivian Gaytan; **Members Absent:** Monica Hagmaier, Lucas Aguirre; **Resource Members Absent:** Gil Contreras, Catalina Olmedo; **Guest:** Dale Craig.

The meeting commenced at 2:03 p.m.

I. Approval of Meeting Notes: The April 21, 2021 Summary Meeting Notes were unanimously approved (with revisions that clarify statement by Kim Orlijan under One-Time Funding) by a motion from Marcus Wilson and seconded by Kim Orlijan.

II. Planning Update: Co-chair Ramirez reported there were no updates. Kim Orlijan reported that the Faculty Senate Taskforce presented a list entitled “One-Time Funding: Additional Requests” at the Faculty Senate meeting on April 29, 2021, that includes a detailed list of funding requests with estimated dollar amounts. Kim commented that there are a number of recommendations and we need to discern how it will better improve our planning processes.

III.A. Budget Update: Co-chair Rod Garcia reported that the College/District is in the beginning phase of tentative budget. On Monday, May 10, Rod will present an updated list that details the College’s CARES 1 and 2 expenditures thus far and outlines our plans for future expenditures to the CBF (Council on Budget and Facilities). The District has not received any notification that CARES 3 monies were distributed. We expect to receive \$30M and half has been earmarked to be spent on direct student aid. Marcus stated the Distance Education Taskforce recommended to PAC that CARES funds be used to establish a Distance Education Office and purchase a bungalow/portable to house the DE Office to be located by the 1900 Building. Rod reported that he and Dr. Nunez will need to discuss the option to repurpose an existing room in the 3000 Building or in the Library room 801C to house the DE Office. Rod reported that it may be possible to purchase a “preapproved DSA Portable”, but sometimes the process takes a year, so he will work with Dr. Nunez and Megan to find an interim location. Marcus also expressed that other DE positions be hired, such as an Instructional Design Position and classified staff position. Rod stated that CARES funding is available for the purpose of space reorganization.

III.B. One-time Funding Update: Rod screen-shared the working draft of the One-Time Funding List he prepared as of April 28, 2021 and previously shared at PAC and Faculty Senate. The figures highlighted in green total \$5,750,000 in requests (described at a high-level), and Rod believes he can secure this amount. Rod will present the high-level District One-time Fund Request Ideas to District CBF, and Melisa will email all files shared at today's meeting. Rod plans to present these estimated high-level cost requests at the next CBF meeting:

Sustainability	300,000
Outreach, Marketing, and Temporary Projects	585,000
Program Review	575,000
Scheduled Maintenance	<u>4,300,000</u>
Total:	5,760,000

At the last PBSC meeting, Rod thought Fullerton College would receive \$5M from the released backfill previously discussed, but at the last Budget Officer's meeting he learned the District allocated the funds for another purpose and the money is no longer available.

A discussion took place on why some items are funded through Program Review and others go directly to PAC. Rod screen-shared the list compiled by Faculty Senate titled *One-time Funding: Additional Requests*, which is an accumulation of requests that resulted from a call-out request that was not vetted. After each item/bullet point, Rod listed what he felt would be the best path/process to request funding. Rod reported State funds were granted to reengage with students or to outreach to high schools. A member asked that when we invite a guest speaker, we have a contract and since some students prefer Zoom and others not so much, when we move back to campus will the College still provide a Zoom link to students? The District needs to determine what will be legal and what are the physical limitations. There is also an option of recording the classroom lecture and allowing students to watch in real time (streaming) or view a recording.

III.C. Program Review Resource Requests Update: Rod presented the analysis of the Fall 2020 Program Review Resource Requests after working with the campus Deans. Items were categorized into groups identified by the highlighted colors below:

- **Red items** were not endorsed by the PBSC for varying reasons such as the item is a campus capital project, for on-going funds to hire full-time or permanent staff or faculty, was no longer needed, or the requestor did not respond to inquiries for more information.
- Since **the Program Review Committee did not endorse Golden-yellow items**, they were never considered by the PBSC.
- Alternative funding sources: **Bright-yellow items** funded by CARES Funds through Hornet Tutoring, **Lime-green items** funded by CARES Funds, **Blue items** funded by Staff Development, and **Dark-green items** funded by Program Review funds.

Marcus Wilson made a motion, seconded by Kim Orlijan, and unanimously approved to fund Program Review Resource Requests into the four funding sources: 1) CARES for \$31,820, 2) CARES through Hornet Tutoring for \$108,000, 3) Program Review \$261,540, and 4) Staff Development \$4,200 for a total amount of **\$405,560** as noted in recommendation to PAC:

PBSC Recommendation to PAC on May 12, 2021				
for Fall 2020 Annual Program Review Update Form Resource Requests				
Item #	Office/Program	Program Review Area	Amount of Request	Item Description
1	Dance Dept (PE)	Instructional	\$2,000.00	Videographer
2	Dance Dept (PE)	Instructional	\$3,640.00	7 cameras for synchronous Zoom instruction (\$520 each)
3	Disability Support Services (Student Support Services)	Administrative	\$2,650.00	Clear masks for working with hearing impaired students
4	Disability Support Services (Student Support Services)	Student Services	\$4,200.00	Clockwork digital platform for student files
5	Disability Support Services (Couns)	Instructional	\$4,330.00	Tablet computers, styli, keyboards, cases to enable online sessions with students
6	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$1,000.00	Meeting OWL Pro system
7	Library (Lib)	Student Services	\$8,000.00	Kanopy subscription, streaming video database
8	Reading Dept (Hum)	Instructional	\$6,000.00	Marketing / outreach video
Subtotal funded by CARES: \$31,820				
9	Communication Studies Dept (Hum)	Instructional	\$66,000.00	Hornets Tutoring (11 sections x 2 semesters x \$3,300 per tutor)
10	Mindfulness Program (Hum)	Instructional	\$24,000.00	Tutors (8 sections x \$3,000)
11	Reading Dept (Hum)	Instructional	\$18,000.00	Embedded tutors (6 tutors, 3 per semester)
Subtotal funded by CARES through Hornet Tutoring: \$108,000				
12	Biology Dept (Nat Sci)	Instructional	\$34,000.00	Several different types of microscopes
13	Digital Art Dept (Fine Arts)	Instructional	\$115,000.00	Replace, fix, maintain technology in 5 digital art computer labs
14	Disability Support Services (Student Support Services)	Student Services	\$350.00	ProCase Noise Reduction Ear Muffs (15 x \$23)
15	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$1,100.00	Online training for AIMS360, 2 instructors x 10 hrs x \$55/hr
16	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$10,000.00	Software: 16 Cloud Adobe Illustrator, Photoshop, In Design
17	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$30,000.00	16 computer tables, CAD drafting desks
18	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$70,000.00	16 computers
19	Nutrition and Foods Dept (Nat Sci)	Instructional	\$1,090.00	Instructor curriculum from professional association
Subtotal funded by Program Review \$261,540				
20	English Dept (Hum)	Instructional	\$4,200.00	Summer 2021 Faculty Inquiry Group for 12 faculty
Subtotal funded by Staff Development \$4,200				
Total Funding Recommendation:			\$405,560.00	

IV. Other/General Discussion: Melisa presented the proposed 2021-22 PBSC Meeting Schedule, and it was approved by the committee. There were no other comments.

Meeting adjourned at 3:19 pm
 Meeting Notes taken by Melisa McLellan
 Next Meeting: September 1, 2021