



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from ZOOM Meeting October 21, 2020

APPROVED November 4, 2020

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

The meeting commenced at 2:04 p.m.

**I. Approval of Meeting Notes:** The October 7, 2020, Summary Meeting Notes were unanimously approved by a motion from Marcus Wilson and seconded by Cyndi Grein; all were in favor.

**II. Planning Update:** Co-chair Ramirez engaged the members in a discussion on the sections of the Integrated Planning Manual (IPM) that describe processes related to the PBSC that require updating.

**Program Review Section:** The first section the group reviewed was “Program Review”. A comment was made to update the 3-year cycle to the new 4-year cycle. The manual also needs to be updated to include the Annual Program Review Update Form. Each year, the College Divisions and Departments are encouraged to submit the Annual Update Form to go on record with any updates in programs or data from the previous year. Kim Orlijan commented that the Program Review Committee (PRC) should use this information to determine commonalities and incorporate trends in a report that is recognized by the PBSC. She also stated that the data around outcomes, such as SLOs (Student Learning Outcomes), should be reviewed and questions should be asked such as “Who are we serving and not serving?” Also, she stated our budget should reflect priorities and our mission. Gil commented that the current process fails for student services as staffing is not recognized. Kim further commented that the Annual Update Form is not just used to request a copier per say, but for our program mapping to ISLOs. The resource request element comes to PBSC and there should be a regular review of standards and learning outcomes.

The group agreed that “Funding Allocations” for resource requests should be added to the “timeline” of events. Also, the timeline should reflect all the activities/processes of the four-year cycle and perhaps identify the process to be accomplished followed by the year in parenthesis to differentiate between cycles/year. Processes were discussed to outline the timeline including: when the PRC completes their analysis and endorsement, when PAC and PBSC receive the endorsed resource requests, when PBSC evaluates the requests given

available funding to make a funding recommendation to PAC, when funding recommendations are reviewed and approved by PAC, and finally, when the funds are allocated to budgets.

**Budget Allocation Section:** With regard to item #1 under the Budget Allocation section related to PBSC making recommendations, the group agreed that there are two types of Strategic Action Plans that make this sentence confusing and therefore requires updating. Kim asked what directs our recommendations? Where is bigger vision for planning? Does this body consider these? Discussion ensued and Rod proposed that once a year, to be more transparent in reporting, he would provide a list of Scheduled Maintenance Projects so the campus is aware of smaller projects and not just campus capital projects (new construction and renovations). He also stated that since many times the Instructional Equipment (IE) allocations go unspent, and if areas don't plan to use the funds, he will repurpose these funds and reallocate. In summary, Rod will begin to report out the Schedule Maintenance Projects and Unspent IE Funds in the following year so that it will tie into the November timeframe when Program Review funds are allocated.

**III. Budget Update:** Rod reported that the District's proposed budget is expected to be adopted at the October 27<sup>th</sup> Board Meeting. The Budget Report will be available at the District's website, and due to the new funding model, the report will have a new look. If the budget is approved, funds will be loaded into BANNER beginning October 28. Rod also stated that he shared (via the PBSC Agenda Meeting email) the current planned and actual expenses of CARES funding.

**IV. Other/General Discussion:** Rich Hartmann asked if he had a greenlight to purchase student kits for Spring and Rod replied that he has permission to use Lottery funds first and provide activity code 5001 so the expense is coded as a COVID-related expense. Kim Orijan asked Rod if the windows in the faculty offices of the new Instructional Building can be opened to provide ventilation and Rod replied that he would check and get back with an answer. Rod reported that the EV Charging Stations would be available mid-November. Joe said that we will continue to evaluate the updates to the IPM at our next meeting.

Meeting adjourned at 3:10 pm  
Meeting Notes taken by Melisa McLellan  
Next Meeting: November 4, 2020