



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from Hybrid Meeting February 1, 2023

APPROVED February 15, 2023

**Members Present:** Chair: Daniel Berumen; **Management Reps:** Carlos Ayon, Malmi Vitharanage; **Faculty Reps:** Jennifer Combs, Jeanette Rodriguez; **Classified Reps:** Nichole Crockrom, Carolina Santillan; **Resource Members:** Vivian Gaytan, Celina Gutierrez, Melisa McLellan; **Student Reps:** (Not yet appointed); **Members Absent:** None. **Guests:** Cristina Arellano, Kim Orlijan, Monica Ernandes.

The meeting was held via hybrid format and commenced at 2:03 pm.

**I. Approval of Meeting Notes:** The December 7, 2022 Summary Meeting Notes were unanimously approved by a motion from Carolina Santillan, seconded by Nichole Crockrom.

**II. Spring 2023 Committee Membership Updates:** This item was added by Jennifer to clarify the co-chair issue and other topics. Moving forward, this committee will have one chair, and once an interim VPAS is appointed, it will return to the two co-chairs for this committee.

There was a request from United Faculty to seek an additional faculty member position be appointed by United Faculty to serve on the PBSC. That request was made and Daniel spoke to Dr. Olivo and Fred Williams and noted that the FC Integrated Planning Manual states that Faculty Senate appoints two members to the PBSC. The PBSC does not report to Faculty Senate, and we do not have authority to add members ourselves. In this case, the PBSC would have to make a recommendation to PAC. Carolina Santillan asked that if another faculty member is added to the PBSC membership, then she proposed that another classified rep be added. Jennifer asked for input about how adding the UF rep is related to the 10+1. Guest Cristina Arellano stated Dr. Olivo is willing to update the planning manual and referred to an email from Dr. Olivo that she wants uniformity across campuses. Jennifer proposed a conversation about what is the benefit of the UF in serving and Cristina said that she would speak with Christie Diep. Jennifer said she would reach out to Christie as well. Discussion ensued. Daniel stated the President is not able to unilaterally add members to the PBSC without a discussion at PAC. Next steps were discussed as to whether the PBSC would table the item to the next PBSC meeting and bring reasons on why this would be useful or move to another committee. A decision was made to wait for guidance from PAC. Jennifer stated there is discussion about having PBSC as a dual reporting committee.

**III. ER Plan Update: Allocating Y1 Funding:** Feedback was gathered and updates were made to the ER 2.0 Plan. The plan was approved by the shared governance groups, PAC, and accepted by the Interim President Dr. Perez. Interim President Dr. Perez imposed a strict timeline, but due to changes in VPAS leadership, this created a bit of a challenge to move onto the next step to transfer funds to budgets. Since Daniel Berumen was temporarily appointed as the chair of PBSC, Daniel stated he needed guidance about the budget process since all items in the plan had some buckets of monies to be distributed under Year 1, such as re-entry and mental health, sustainability and other items listed. Since campus areas will be accountable for tracking their funding, Daniel worked with Vice Chancellor Fred Williams, the FC Business Office Staff, and Melisa McLellan to develop a "form" called the Project Work Plan. This form will be sent to areas receiving funding in order to capture budget and other information to hold requesters accountable.

Daniel shared (via screen-share) the Project Work Plans form for discussion with the group. The Project Work Plan form identifies specific goals and objectives, and requesters are asked to keep these in mind as they develop their work plan. Requesters are required to align their activities to these goals and objectives in order to receive funds and support. The PBSC will review all work plans and provide support for their completion. The form asks for background and rationale with six questions to fill out to get a sense of the project and how the funds will be used. Also, the form asks for outcomes to accomplish how they will collect data. The second part of document is a table with budget accounts, and they will dictate what they need for each item. Requesters will develop and coordinate a project plan and report out to the PBSC. The forms will be sent out to the key managers and returned to the PBSC as funds are needed.

Jeanette asked if the form applied only to the enrollment and re-engagement (ER) as she was concerned about outreach funds from the recent Program Review allocation. She asked for the distinction between the outreach funds listed on the ER 2.0. Daniel said the pocket of money from program review is not related to monies listed in the ER. Jennifer stated awarded program review outreach funds allocated from program review were going through Lisa McPheron's Campus Communication office. The list of items approved by program review should be shared so that the money is available and can be spent. Jeanette stated the line items approved for outreach that were given to Lisa to manage should be managed by the departments that were awarded the funds by PAC/PBSC/Program Review.

**IV. Accreditation ASC Recommendation:** The Accreditation Steering Committee made a recommendation to address that IIC coordinate with the Program Review Planning Committee and PBSC on three specific items:

**Item 1 – Criteria for prioritizing budgeting requests endorsed by the shared governance groups:** The Program Review chairs Bridgette Kominek and Doug Eisner met and asked the PBSC work with the Deans in Deans Council on the process that the VPAS met with deans to discuss resource-funding priorities. Carlos agreed that the process described by Daniel was correct. The PBSC agreed to better document the process. As a result, those not part of the discussion would be aware and evidence can be provided for accreditation on how those decisions were made.

**Item 2 – Better alignment of the various planning and budgeting processes:** Guidelines for ensuring transparencies and documentation – PBSC and Program Review Planning Committee (PRPC) need to work together to close the loop. Although the PBSC provides a recommendation with the resource requests to PAC for approval, the role would be for PBSC to share the updated Excel sheet (originally sent by PRPC listing all resource requests) with the PRPC that documents what was approved for funding.

**Item 3 – Guidelines for ensuring transparency and clarity throughout the processes:** There is no established "campus" Classified Professional Hiring Process – The PBSC discussed this item in December and the VP said he would look at process at other institutions. Obviously, the work is on pause as the VPAS is on leave and thus we need to work with Dr. Olivo on what that would look like. Jennifer said there are discussions about staff positions in President's Staff that get approved on campus and the campus is not aware of them or we are behind. The reality is there should be a list of FC positions. We are told some positions move forward and others do not because there is no budget/funding available as decided by Chancellor's Staff. Fred stated the Program Review process is the most appropriate means to determine the priorities from areas, but there are other items to factor in such as replacement positions or categorical funding that are sometimes outside of the program review arena.

The State has been throwing categorical funds when available, and there are times we need to reevaluate and need to fill positions using categorical funding. However, when staff are hired using

categorical funding, the position and its funding source may need to be reviewed later. Fred said he would ask about the classified priority process.

Daniel discussed next steps and if he should meet with the PRPC and IIC to discuss ways to address some of these planning issues in the ASC recommendation. He hopes to bring back proposals to the committee for discussion and possible vote. Jennifer stated we are trying to have clear process and transparency such as which staffing positions get staffed and how tied to strategic plan. This also applies to special project positions that can be hired by classified. Daniel welcomed anyone who wishes to participate with the discussions on how to figure out the processes to contact him.

**V. Budget Update:** NOCCCD Vice Chancellor Fred Williams joined the meeting and discussed the handouts previously sent to the PBSC members. He stated the information sent does a good job with presenting the proposed 8.13% cola and the community college update stated there was a \$6 million takeback in the one-time dollars for deferred maintenance. We were given \$20M, so we will wait for the May Revise to see what transpires. The State projects over \$20 billion deficit. They will do all they can to fund the COLA so we do not expect to see new programs using restricted monies.

Between now and the May Revise they have a “rainy day fund” they can tap into. Feeling is that they were holding those monies and looks like there could be a recession in late 2023. Fred shared via screen share the January 18, 2023 Budget Workshop Slide presentation that a recession may be coming. The slides also presented an overview of the California economy and outlook for 2023 including projections and economic forecasts. Fred did not send out information on the categoricals as those details are available in the compendium, which is updated monthly and can be accessed via a link at the Chancellor’s website. We have two years left in hold harmless, so no significant issues. There was a cryptic message from the State that if we do not get our enrollment up, we may have challenges ahead. We made a little progress in spring, but we dropped so far that this is a concern. Daniel reported spring enrollment up 10%, but we were down 17% from last spring. Fred said that we have scheduled maintenance dollars so we did not address.

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

Meeting adjourned at 3:09 pm  
Meeting Notes typed by Melisa McLellan  
Next Meeting: February 15, 2023