



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Hybrid Meeting September 6, 2023

APPROVED October 4, 2023

Members Present: Co-Chairs: Daniel Berumen, Henry Hua; **Management Reps:** Carlos Ayon, Anita Carlos; **Faculty Reps:** Jeanette Rodriguez; **Classified Reps:** Not yet appointed; **Resource Members:** Vivian Gaytan, Melisa McLellan; **Student Reps:** Not yet appointed. **Members Absent:** Jennifer Combs.

Guests: Nichole Crockrom, past PBSC Classified Representative, Kesha Shadwick, Administrative Assistant, OIE.

The meeting was held via hybrid format and commenced at 2:15 pm. Before the meeting commenced, the committee recognized and thanked Nichole Crockrom for her six years of service as a classified representative on the Planning & Budget Steering Committee.

I. Review of Committee Charge and Membership: Henry read the current Mission, Purpose, Operating Guidelines, Duties and Committee Composition. Jennifer Combs is going to continue serving on the committee as the past Faculty Senate President. Melisa requested CSEA and Student Leadership to appoint representatives to replace two classified reps left vacant by Nichole Crockrom (3 years) and Carolina Santillan (1 year). Henry and Daniel have attended Associated Students meetings and Henry sent an email to Ronald Farol, the Faculty Advisor to recruit student reps for this term. The PBSC is not a Brown Act Committee.

II. Approval of Meeting Notes: The May 17, 2023 Summary Meeting Notes were unanimously approved by consensus.

III. Update on Program Review Projects: Daniel reported that Henry and Daniel met and to discuss the Non-Instructional four-year program review list and Instructional Annual Program Update to identify the items that are one-time allocations and those that fall under our purview that were approved by Program Review Committee. Daniel also removed Enrollment Re-engagement (ER) related items and those were flagged. The next step is a bit challenging because the areas need to provide input on the backend with Henry meeting with the Deans to identify: 1) What items that are still priorities, 2) What items are no longer needed, and 3) What items can be funded from other sources. Jeanette said there are some unresolved issues regarding Communication, ESL and English items from the last time around regarding outreach. Daniel replied that the college used ER funds to allocate funds for those budget items. Henry stated that he worked with Kim Orlijan and Anita Carlos and the funds for the three items will be funded once the Board of Trustees approves the proposed budget at the September 12th meeting.

Jeanette asked what the processes are that allow program review requests to be funded using ER monies. Daniel stated that the ER Plan has a line item for Program Review Approved Activities that allows items to be funded using ER funds.

Henry stated that he emailed all Deans and requested their review and prioritization of all the one-time Program Review Funding Requests the College is aware that are under review barring any type of permanent, ongoing and capital projects funding. From there the Deans were instructed to share the

requests with their faculty, rank them, and then bring them back to have a discussion at PBSC. The goal is to have a discussion at PBSC regarding the ranked items and distribute funding by October 2023. Henry reported the campus hopes to allocate \$1.5M from all the funding sources for program review needs. As a budgetary overview, the campus had to give back about \$7.9M due to returning funds to the State Chancellor's office or because of overspending. Because the campus did not generate parking revenue due to the campus decision to waive student parking fees, the college had to give back \$2M. Because we exhausted our remaining HEERF dollars on the \$12 Student Meal plan, we were unable to use those funds to offset the free parking fees. \$5.7M was taken back from the State Chancellor's office for scheduled maintenance and instructional equipment. They gave us back some of the money, but it was not nearly what they allocated initially. This is the first time in recent memory that the State Chancellor's Office are taking back monies given to us in the prior year. We had a number of other overages in other areas that Henry did not report out. The average amount we are spending on the \$12 Meal Plan per semester is about \$1.7M. The estimated cost based on our current usage for student meal plans for the next two semesters is about \$4M. Without HEERF, we have \$8M left in the COVID Block Grant, so half of the money is spent, if we continue with the \$12 Student meal plans. Henry will work with Dr. Olivo to discuss if we will move forward with the free parking and free student meal plan as that will need to be printed in the future class schedule due out in October.

This past year there were several funds that were overspent and discussions need to take place so this does not happen again. Last year, the campus funded \$1.3M to program review. There is \$1.8M in eligible dollars left in the resource requests to be ranked. Some of these request items will be funded with ER dollars. The list of approved items left unfunded from last year will also be included in this year's ranked discussions.

IV. Update on Enrollment and Re-Engagement (ER): Daniel screen-shared the current ER Plan and reported that there are several buckets of money in the ER plan for program review, SEAC, Campus Communications, Construction, and free \$12 Meals. There are smaller buckets of money for specific projects that were identified last year such as Academic Support Center, International Student Center, Re-entry Program, FYE First Year Experience, and Outreach. They requested funds, submitted paperwork, and are aware that the work plans need to be aligned with goals of the plan and the money is not guaranteed for multiple years as they need to submit a Budget Activity Sheet to document the money accurately and report out on what they are spending the money on. Daniel will send out a copy of the spreadsheet he screen-shared that identifies the funding allocated for Year 1. For Year 2, we have received four new work plans with the expectation that the Library and Dual Enrollment will also be submitting plans this Fall as they were on pause during the summer with faculty being off. Since this is the first year the campus budget was input by Henry and Anita, there were some mistakes made and they are working to rectify those. Henry reported that everyone will be receiving a letter if you are receiving a monetary award.

Daniel reported a critical update in that the original version of the ER plan was written as a five-year plan with an \$11M allocation, but the committee did edit the plan and fundamentally changed the five-year structure. We inserted text into the plan that only the first two years will be guaranteed and we would have to re-evaluate. We are thankful because as Henry mentioned, we did not receive an allocation for the third-year funding from the State Chancellor's Office, nor did we receive one from our District. So, we were expecting multiple years of funding, and they also reduced the amount we received from last year. As a result, we only have enough funding to get through year 2. It is important that this committee address this issue moving forward. We need to re-think how we allocate monies or think about removing the big-ticketed items. The biggest amount is the free meal plan allocation. Henry reported that as a campus, we make about \$108M and spend about \$119M in just salaries. Daniel

would like to place this item on the next agenda. He will email the ER plan and ask everyone to read the plan and be prepared for discussion at our next meeting.

V. Institutional Integrity Committee Summer Work Update: Daniel reported that the PBSC received a recommendation from ASC (Accreditation Steering Committee) to improve the budget and planning process. A mini-retreat was coordinated in August with membership in attendance (14 people) from four committees, including the PBSC, Program Review Committee (PRC), ASC, and IIC (Institution Integrity Committee). Functionally, we looked at the process and tried to identify areas of weaknesses and look for items not reflected in our Integrated Planning Manual. One item relevant to the PBSC, is that when we analyze program review requests, the process is inefficient as the programs write the Program Review Self-Study and send it to the PRC. Then, the PRC has to evaluate the Strategic Action Plans (SAPs) and the funding tied to those SAPs. The PRC is being asked to do a lot of analysis and they do not have all the information to access if the requests are feasible, as they do not know the department's budgets and what sources of monies are available, and even more if the cost estimation is valid. The PRC is being asked to make a justification on each request. Then, the PBSC receives the funding requests at the end of April and we are on the clock to have discussions with the Deans and make a funding recommendation to PAC. The PBSC does not have the content the PRC has as we are trying to make decisions.

Daniel explained that they developed a plan to alleviate the concerns. This would involve having all the discussions on the front end involving the Vice Presidents, Deans, program chairs, and faculty before they submit their plans, so everyone is discussing the plans based on the college's priorities. After the discussions take place and the resource requests are prioritized, the idea is that the PBSC would have months to review, access, and evaluate the requests and be able to share the results with the campus and get their feedback before a decision is made. The PBSC would take on a large role in the evaluation piece and the VPS, Deans, and chairs would have a role on the front end. Daniel, Bridget Kominek and Josh Ashenmiller are writing a proposal of the new process. Daniel will and share it with the PBSC and IIC in October, and Bridget will share it with the PRC. Daniel expects to vote on the new plan in Spring 2024 and implement the new process in Fall 2025. Daniel stated the PBSC will have a larger and more inclusive role as a recommending body in the future. Kudos to Daniel for organizing the event.

VI. Other / General Discussion: The PBSC is not a Brown Act Committee, so we do not need to meet in person, so Henry raised the question do we want to meet in person, via Zoom, or via hybrid format. It was decided to table meeting style until we have a full committee with the classified and students.

Meeting adjourned at 3:15 pm

Meeting Notes typed by Melisa McLellan

Next Meeting: September 20, 2023