



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from ZOOM Meeting

September 21, 2022

APPROVED October 5, 2022

**Members Present:** **Co-Chairs:** Rod Garcia, Daniel Berumen; **Management Reps:** Carlos Ayon, Malmi Vitharanage; **Faculty Reps:** Jennifer Combs, Jeanette Rodriguez; **Classified Reps:** Nichole Crockrom, Carolina Santillan; **Resource Members:** Gil Contreras, Vivian Gaytan, Celina Gutierrez, Melisa McLellan; **Student Reps:** (Not yet appointed); **Guests:** Bridget Kominek (faculty working on Accreditation) and Kashu Vyas (District Director Fiscal Affairs).

The meeting was held both in person and via Zoom. The meeting commenced at 2:07 pm. The Associated Student elections have not taken place so there were no student reps in attendance.

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

**II. Review Mission/Purpose/Guidelines:** Jennifer Combs began the discussion stating there are ways the PBSC can engage in planning. For example, PBSC could have been the location to discuss the Emergency Conditions Application, which included having the College join the CVC (California Virtual Campus Exchange) and becoming a teaching college in the system. It could have also been a location to discuss hiring an administrative assistant in the Distance Ed Office. The College needs to improve their planning efforts related to grants, such as offering training classes and provide the opportunity for discussion about available grants and to which ones we should apply. Specifically, what should the College focus on before and after the application process, what are the related costs, and are there ongoing costs.

There was mention of the recent Rising Scholars Grant and discussion about the need to communicate and promote awareness and buyout amongst groups as some approved grants have ongoing expenditures that require permanent campus budget allocations. Rod stated that the Rising Scholar Grant was brought to the campus' attention three weeks before submission, and given the PBSC' meeting schedule (meetings every two weeks), the window of opportunity for the PBSC to be involved in the "planning" process was not feasible. Rod also stated that historically, grants originated in the Divisions with a Concept Paper routed for campus approvals including President's Staff and PAC, and then if time permitted, they were brought to the PBSC.

Jennifer Combs stated in reality the campus would need at least 30 days from start to finish to route a grant through Faculty Senate, PAC, PBSC and finally to the governance groups. Jennifer stated there are budgetary implications for short-term and long-term grants and that we need

to educate the campus and obtain support for grants at all levels. Some grants have competing interests and there may be other stakeholders to consider. Jennifer recommended the campus develop a list of all grants.

Gil stated he supported what Jennifer suggested and that the College should not be chasing the money but focus on planning. Jennifer recommended the formation of a workgroup that monitors grants. Jeanette suggested a discussion take place with SEAC regarding the mission and operating guidelines related to grants and if a subgroup should be developed that brings grant-related items to the PBSC. Gil stated he did not agree that all grants should be included in these discussions because categorical grants already have a process and they are restricted funds where someone has compliance over them and thus should not be part of this group's oversight.

Carlos brought up the point that when he was the Director of OIE about ten years ago, this group (the PBSC) never planned for expenditures related to "on-going" allocations. The PBSC was strictly responsible for one-time funding allocations, Program Review Resource Request Funding (which is one-time only), Instructional Equipment, and Scheduled Maintenance.

Rod stated Planning should drive Budget. Rod said the recommendation for Enrollment and Re-engagement Fund allocation should be presented to the PBSC for discussion and endorsement to PAC.

Rod stated it is the responsibility of the PBSC members to report out major items discussed and recommended to their constituency groups. Rod had received an inquiry that someone was not informed about the recent PBSC recommendation to PAC regarding the approved resource request allocations for Program Review with funding made available at the beginning of Fall 2022. This information was shared at our last meeting in May 2022.

Daniel expressed that as part of the recent ASC Recommendation, there is a need for clarity on the approval process related to evaluating resource requests. The ASC recommends that the groups develop an Analysis Sheet as it relates to the Planning Flowchart in the Integrated Planning Manual. Rod stated that Program Review is viewed as a "catchall" for "what can we get" in funding from the PBSC. Once Rod receives the list of Resource Requests, Rod categorizes each request, line by line, into one-time funding, ongoing funds, personnel (ongoing), facility related, and major construction (or bond-related). The PBSC can only evaluate/approve requests for one-time funding. Major facility projects are addressed in the Facility Master Plan and funded by other sources. Next, the PBSC can only consider those "endorsed" by the PRC (Program Review Committee). The next step is identify requests that can be funded from "other available funding sources" such as a department's own budget, Lottery funds, grants, instructional equipment funding, or scheduled maintenance monies.

Daniel stated there is a broader picture to discuss in how to empower the PBSC. On a micro level, the committee reviews the Instructional and Non-instructional resource requests submitted on the Program Review Self Studies and APRU (Annual Program Review Update) forms. On a macro-level, the PBSC co-chair also chairs the IIC (Institutional Integrity

Committee) that is also involved in campus planning. As a result, these efforts may expand the capacity of this committee and we may need a bigger membership and charge for the PBSC. The question is “What is the next step”? Discussion ensued. Stakeholders should be involved in these decisions and the PBSC may not have the membership with the expertise required.

Related to grants, Carlos asked “What do new funds look like when the college receives grant money? The college needs to ensure grants are vetted through all committees, ranked, and evaluated by the PBSC. One issue the college has faced is that a committee may no longer want to fund a program and it becomes the responsibility of the VPAS to find the money to support the program.

**Motion:** Jennifer Combs made a motion, seconded by Jeanette Rodriguez, to form a workgroup to explore expanding the role of the PBSC. The following PBSC members expressed interest in serving on the workgroup: Jennifer Combs, Jeanette Rodriguez, Gil Contreras, Daniel Berumen, and Rod Garcia.

**III. Planning Update:** Co-chair Daniel Berumen stated the IIC hosted a Mission/Vision/Core Values Forum on September 8 to review the survey feedback on updating the statements. The campus is also invited to attend the next forum scheduled on September 28 in room 224/226/228. In October, the IIC will share the results with the campus governance groups. The next step in the Strategic Plan process is to review the College Goals in November.

**IV. Budget Update:** Co-chair Rod stated the Board of Trustees approved the District’s Proposed budget last week on September 13 and the budgets rolled the following day. Kashu Vyas, District Director of Fiscal Affairs, joined our meeting via Zoom and screen-shared a PowerPoint titled “2022-23 Proposed Budget” that she and Fred Williams, Vice Chancellor, Finance and Facilities presented at last week’s board meeting. The PowerPoint was emailed to all members last week. Rod discussed each slide in detail. Highlights include: The Tentative Budget rolled in June in order to continue District financial operations. The Governor’s May Revise (State budget) was approved on June 30, 2022 (Slide 3). Rod discussed the changes between Tentative and Proposed budgets (Slide 4). On Slide 5, The District incorporated the 6.56% COLA into the budgets. The State tried to get campuses out of hold harmless. District has been in a downward spiral with decreasing enrollment and with hold harmless, the District gets funding and has not had to make cuts. Hold Harmless funding ends in 2024/25. The State budget provides for \$17.9M for Deferred Maintenance and Instructional Equipment and \$19.2M in COVID-19 Block Grants (HEERF ends June 30, 2023). On August 25, 2022, the State released the Compendium, a 200-page document that details all grants which will help with Jennifer’s recommendation for the campus to identify all their grants. Since our District took advantage of Hold Harmless funding, and it will come to an end in 24/25, the College needs to increase their FTES and grow.

As for Capital Outlay funding, Fullerton College will receive \$14.06M from the State to fund the Business 300 Bldg renovation. The College has been leveraging bond funds with state funds. Fullerton College will receive \$40.49M from the State to fund the Music/Drama Complex (Performing Arts) that will replace Buildings 1100 and 1300. The current total budget for this

building is between \$120-130 million with inflation and construction cost increases. We are hoping for \$30M for the new Horticulture/STEM Building.

In Slide 7, the District is spending down our carryovers. The General Fund is “self-supporting” and does not include categorical funding. In Slide 8, Rod explained the line-item budgets based on the internal Resource Allocation Model (RAM). “Other revenues” include non-resident tuition and lottery funds. “Funding for Districtwide Expenses” refer to funds given to campuses with chargebacks for District funds such as audits, legal fees. There was mention at the last board meeting that NOCE had dropped in their projections, but regained in numbers. The term ECA funding on the slide refers to “Emergency Conditions Allowance” funding. Rod completed his presentation with reporting on Slides 9-11.

**V. Review/Discuss ASC Recommendation:** The new PBSC Workgroup will address this item.

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

Meeting adjourned at 3:55 pm  
Meeting Notes typed by Melisa McLellan  
Next Meeting: October 5, 2022