



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from ZOOM Meeting

October 5, 2022

APPROVED October 19, 2022

Members Present: **Co-Chairs:** Rod Garcia, Daniel Berumen; **Management Reps:** 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:** Carlos Ayon.

The meeting was via Zoom only. The meeting commenced at 2:05 pm.

I. Approval of Meeting Notes: The September 21, 2022 Summary Meeting Notes were unanimously approved after a motion from Jeanette Rodriguez, seconded by Nichole Crockrom.

II. Planning Update: The Mission/Core Values #2 Forum held on September 28, 2022, had a lower count of attendees than the first meeting, but the participants were more involved in proposing updates. The Institutional Integrity Committee (IIC) will present a draft including updates to the mission/core values to the Faculty Senate and other campus governance groups. The next step in the Strategic Plan process is to review the College Goals. Originally, the IIC wanted to have an open forum in November, but decided to postpone discussions until the mission/core values were approved. Once approved, more meaningful discussions can take place to update goals to be more aligned with the new Mission/Values.

The next topic was a discussion started by Jennifer Combs was on the misunderstanding that took place by the Program Review and Planning Committee (PRPC) around requirements for the Annual Program Review. IIC relayed to the PRPC chair that the annual form must include an assessment by programs of their performance against the institution set standards (ISS), and their performance on one of the institutional learning outcomes (ILOs). PRPC had assumed that the assessments completed in the previous annual review cycle were a one-time requirement. The Faculty Senate indicated that PRPC is not in support of the on-going requirement because they feel it is a huge undertaking; however, Senate leadership feels that if examples could be provided along with some guidance, they could make it work. Daniel agrees with the concerns raised by Jennifer and acknowledged that he was made aware about the accreditation requirement about a week and a half ago.

That said, the Office of Institutional Effectiveness (OIE) was able to setup a link to every program's ISS with an example from the Communications Department and an updated "read me" file that was originally created by Joe Ramirez, the former Director of OIE.

ISLO data is stored in eLumen and George Bonnard, the SLO Committee chair, will create reports for all programs. Daniel stated he is hoping to provide an update about this piece of the process at the next meeting.

In addition, Jennifer announced that the Program Review chair Mary Bogan went out on medical leave and Faculty Senate is looking for an interim replacement. The deadline for the non-instructional program review self-studies is December 1. There is discussion to postpone the deadline to submit at least some parts of the Annual Program Review until Spring 2023.

Daniel reported the IIC, ASC, and PRPC will meet to discuss and Josh Ashenmiller (Faculty and past Program Review Chair) will assist the groups to find viable options. Jennifer will speak with VPSS Contreras and the PRPC to see who can step up to a 40% reassigned time or maybe two individuals to replace Mary Bogan.

III. Budget Update: Rod shared that the budget has rolled. The California Community Colleges State Chancellor's Office released a Compendium that lists all grants, and he asked Melisa to send that link to the committee.

IV. PBSC Workgroup Update: Rod reported that it would be difficult to establish a workgroup to discuss the work that needs to be accomplished in a timely manner, and stated Carlos Ayon proposed the second monthly PBSC meeting each month be utilized for the entire committee to participate in discussions to develop necessary recommendations this semester. The committee workgroup will begin at the next meeting on October 19.

V. Other / General Discussion: Rod stated he planned to discuss incorporating the PBSC's role in the Enrollment and Re-engagement process, but he did not have all the information to proceed at this meeting. He reported that a group comprised of Matt Taylor, Rolando Sanabria, Kristine Nikkhoo, and Gil Contreras prepared a working draft of a plan and Rod wants to begin a meaningful conversation at our next meeting so Jennifer Combs can take it to Faculty Senate and Nichole Crockrom take it to Classified Senate for approval. Our recommendation should be broad and being a five-year plan, it will contain elements of one-time and ongoing funding needs. Rod wants the recommendation to come from us and other constituent groups with a recommendation to PAC. Jennifer stated this would be an opportunity to allow us to pilot. Historically, the PBSC went through a recommendation approval process when developing the BUG (Building User Group) procedures and it can be a lot of back and forth for months between Faculty Senate/Classified Senate and PBSC that Rod would like to avoid transpiring again. Rod would like to work collaboratively and limit the number of revisions so it was decided to have a timeline proposed upfront.

There was a proposal to establish an ongoing calendar/timeline for grants including the status of each grant and to develop a process (related to what are we doing and where are going) so that we can obtain campus buy-in for grants moving forward.

Meeting adjourned at 2:46 pm
Meeting Notes typed by Melisa McLellan
Next Meeting: October 19, 2022