



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Hybrid Meeting October 19, 2022

APPROVED November 2, 2022

Members Present: **Co-Chairs:** Rod Garcia, Daniel Berumen; **Management Reps:** Carlos Ayon, Malmi Vitharanage; **Faculty Reps:** Jennifer Combs, Jeanette Rodriguez; **Resource Members:** Celina Gutierrez, Melisa McLellan; **Student Reps:** (Not yet appointed); **Members Absent:** Nichole Crockrom, Carolina Santillan.

The meeting was held via hybrid format and commenced at 2:07 pm.

I. Approval of Meeting Notes: The October 5, 2022 Summary Meeting Notes were unanimously approved (with a minor correction) after a motion from Carlos Ayon, seconded by Jeanette Rodriguez.

II. Planning Update: None.

III. Budget Update: None.

IV. PBSC Workgroup Discussion – Enrollment and Re-Engagement Proposal: Co-chair Rod led discussion with regard to the recent DRAFT proposal on Enrollment and Re-Engagement dated October 5, 2022, written by Dr. Contreras, based on recommendations from the Enrollment and Re-Engagement Taskforce lead by Rolando Sanabria and Kristine Nikkhoo. The proposal is being discussed at PBSC due to a request for one-time funding (and some ongoing) with the goal for PBSC to make a recommendation to PAC after reviewing the feedback received from the campus shared government groups.

Rod stated he would provide a PowerPoint Summary that will inform the campus on how the funds are tentatively allocated. We are using an aggressive timeline to reach out to the participatory governance groups to obtain feedback and then the PBSC will review the information so Rod can present the results at PAC on November 30. The Fullerton College President expects a PBSC recommendation by November 16. There is a Faculty Senate meeting on November 3 and 17. Faculty Senate expects to distribute to their group on Nov. 3. PBSC has a meeting on Nov. 2 so we can have further discussion. PBSC will finalize a document to endorse at their November 16, 2022 meeting so that PAC can act on November 30.

Rod provided the proposal and referenced a chart that identifies the funding allocation to specific line items/department/activities over a five-year period. PBSC discussed the need to review the funding allocations in Year 2. Feedback shall be gathered to determine if funds are

being used properly in order to reevaluate and provide a more transparent process. Should it be determined that an area cannot use their funds, it will be transferred into another area. PBSC agrees there should be a review process in Year 2 to identify if the funds are being used and assigned to areas that are using the funds successfully.

PBSC decided Daniel Berumen will develop guiding questions to help guide the feedback to be gathered and recorded from the chairs of campus shared governance groups. Daniel will email the four questions to the PBSC members in attendance for review and ask that revisions be due by 10 am Thursday, October 20. He will then create a survey form that can be shared with chairs and senators. Daniel will present the survey prompts at Faculty Senate tomorrow. Daniel will provide both Jennifer and Jeanette co-owner rights to access the feedback as it is received. The plan is to send out the survey by Wednesday, Nov. 2 and have it open thru Nov. 8.

The four draft prompts for the survey that Daniel will share with Senate include:

1. What clarifying questions do you have about priorities, activities, or items in the Enrollment and Re-engagement proposal?
2. What activities around enrollment and re-engagement are not represented in this version of the proposal?
3. What activities included in the proposal do you consider a priority for the College?
4. Do you have any other comments you want to share to help PBSC update the proposal effectively?

IV. PBSC Workgroup Discussion – Grants: Co-chair Rod provided the Fullerton College Grants Listing as a resource list. The listing is in a table format including columns labeled Grant Title, Funding Source (Local, State, or Federal), Contact Person, 2022-23 Awarded Budget (Revenue BANNER Posted), Allowable Carryover to next FY, BANNER Termination Date, and Total 2022-23 Final Budget. The document includes Restricted Grant Funds and as such does not list all grants, such as the Pell Grant, which is used to run operations. Rod stated Lisa King (at NOCCCD) may be able to provide him with the State Calendar for Grants.

IV. PBSC Workgroup Discussion – PBSC’s Role/Mission: The ER Proposal is an example of an item the PBSC would review, which requires guidance on the allocation of one-time funding. To begin, the PBSC, for example, would establish a subcommittee / workgroup to perform a task and report out to the PBSC. The application for new grants is another example where the PBSC could be involved. Before grants are finalized, the grant would come to the PBSC for review. Rod suggested that all grants should have departmental/division approval before it comes to the PBSC for review. The group discussed that the PBSC shall not make recommendations until an item is vetted through the shared governance groups so when the PBSC makes a recommendation to PAC, it has already been discussed. The group also discussed use of the term “Function of PBSC” as it relates to “ongoing funding” or other topics we can discuss without incorporating them into our mission.

V. Other/General Discussion: None.

Meeting adjourned at 3:55 pm
Meeting Notes typed by Melisa McLellan
Next Meeting: November 2, 2022