



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from Hybrid Meeting

November 2, 2022

APPROVED November 16, 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, Melisa McLellan; **Student Reps:** (Not yet appointed); **Members Absent:** None.

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

**I. Approval of Meeting Notes:** The October 19, 2022 Summary Meeting Notes were unanimously approved by a motion from Jeanette Rodriguez, seconded by Jennifer Combs.

**II. Planning Update:** The campus Mission and Values are going to Faculty Senate for a vote and then to Classified Senate next week. The second piece of planning news is that the IIC is updating the campus Strategic Goals and Objectives, and the draft will go to the planning bodies next. Daniel would like the PBSC to review them at their next meeting. At the end of November, Daniel is providing both an in-person forum and on another day an on-line forum to review the draft. The final piece is how to institutionalize these ongoing planning processes.

**III. Budget Update:** Rod reported that Melisa McLellan emailed the updated compendium. The committee decided that each month, the Office of Administrative Services will email the link to the updated compendium. Rod also reported that Melisa emailed the PBSC the Child Development Grant. Rod stated he signed the grant because it is an annual operational grant that did not require discussion at PBSC. The 2023-24 Budget Update will be released in January and Rod reported he will attend the next Budget Workshop on January 18, 2023 that will kick off the budget process once again.

**IV. PBSC Workgroup Discussion – Enrollment and Re-Engagement (ER) Proposal:** Rod reported that the ER Draft has not made its rounds to all the Strategic Management Groups. Daniel and Rod have reviewed some of the initial feedback being “How did this proposal come about” and “Where did the campus get the numbers contained in the proposal”. Gil responded with context on these questions. Gil reported a workgroup was established at PAC and this group worked on the project for one year and then provided general recommendations to Faculty Senate and PAC on how to use the allocation we were given. The original allocation of \$841,000, of which \$300,000 was allocated to Campus Communication for branding and website updates, left \$541,000. Funding categories and general guidelines were drafted for best ideas moving forward and this information was shared with President’s Staff. Rod, Fred

Williams and Gil worked on the project this summer and DCC wanted to provide additional monies and then there was confusion on whether it was \$4M or \$8M, and it was determined to be \$6M. With the change in leadership at the College, the composition of President Staff changed so in late August the draft line items were determined with global areas were identified on how to grow enrollment. Inputs from OIE and Program Review identified themes or key areas to try to align all the inputs to give a solid draft to begin discussion. A concern is that identified funding areas would be viewed by some as power grabs for funding that was not originally provided. The proposal is a 5-year outlook.

Jeanette stated there needs to be clarity as the workgroup was left thinking they were proposing the allocation of \$541,000, and they were not given the opportunity to review with the \$6M dollar amount, nor was the group consulted when it was increased to \$6M. The workgroup planned for priorities and what to do regardless of a number. The line items were presented to PAC, and then the ER Proposal was brought to PBSC to review and make a recommendation to PAC.

Jennifer thanked Gil for providing the context of the evolution of the DRAFT ER Proposal. Jennifer also stated that some of the recommendations in the proposal were not from the workgroup itself. Gil replied that we should not rush the allocation this fall as we want input from shared governance groups unlike Cypress who based allocations on decisions made by administration rather than sharing through governance groups.

Daniel stated we need to have accountability and track allocations as well as expand on the details of some recommendations on page 4 of the proposal. Gil stated to gain enrollment we need to increase dual enrollment campaign and obtain support from faculty. Jennifer stated we need to know the needs in faculty areas and provide training to teach dual enrollment. 80% of dual enrollment classes later register at FC and adjunct are key to this effort. There was discussion that the identified line items in the proposal need to show how that will increase enrollment or facilitate retention as that is not stated in the current version. Dr. Perez would like a chart or table to give current and anticipated/predicted/projected growth. Daniel thinks we should develop specific goals that can be mapped to show predicted growth for enrollment and retention. These specific goals would identify what we are trying to accomplish and the activity would be aligned with the goal. Jennifer thinks the chart is a good idea in that shared governance groups can identify where money is going. Daniel will align the list with FC Goals/Objectives and NOCCCD Strategic Directions and create a shared file to edit at the Nov. 16 PBSC meeting and shared at Faculty Senate on Nov. 17. Daniel may add a column for Equity Plan. Carlos thought to take a step further and add a column to measure accountability by listing the "responsible party". It was decided to add a detailed sentence in the proposal about accountability and review after Year 1.

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

Meeting adjourned at 3:20 pm  
Meeting Notes typed by Melisa McLellan  
Next Meeting: November 16, 2022