



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Hybrid Meeting March 1, 2023

APPROVED April 5, 2023

Members Present: Chair: Daniel Berumen; **Management Reps:** Carlos Ayon, Malmi Vitharanage; **Faculty Reps:** Jennifer Combs; **Classified Reps:** Nichole Crockrom, Carolina Santillan; **Resource Members:** Vivian Gaytan, Celina Gutierrez, Melisa McLellan; **Student Reps:** (Not yet appointed); **Members Absent:** Jeanette Rodriguez; **Guests:** Cristina Arellano, Monica Ernandes, and Kim Orlijan.

The meeting was held via hybrid format and commenced at 2:03 pm.

I. Approval of Meeting Notes: The February 15, 2023 Summary Meeting Notes were unanimously approved by a motion from Carlos Ayon, seconded by Carolina Santillan.

II. ER 2.0 Plan Update: Daniel provided an ER 2.0 Plan Matrix handout on immediate work plans to fund (also screen-shared). The table also lists the projects that have submitted their Work Plans. The table lists the Project Name, Status, Goals, Uses of Funds, Targeted Population, Plan Alignment, Data, and Funding Amount. The first four projects (Academic Support Center, International Student Center, ReEntry Program, and Mindful Growth) have responded to the questions in the plan, provided content on why they requested funds as well as providing the budget FOAPAL where the funds shall be deposited/transferred. For projects without the funding listed, Dr. Olivo wants to have a strategic conversation on how to leverage their money.

Kim Orlijan asked how and why some funds are listed in the ER 2.0, more specifically the funds for Humanities that were approved in the Fall 2021 Program Review Cycle. Daniel responded that faculty did bring this up and that the mindful growth area needed help and since there was not a set budget and the college has outreach needs, it was added to the matrix.

FYE (First Year Experience – a new program under Promise Center), Outreach, and Guided Exit Program are other areas added to the matrix.

III. Strategic Planning Update: The College is still in discussion over the College Mission Statement because it was not approved at the board meeting. The IIC (Institutional Integrity Committee) met on Tuesday to discuss the next steps and said there are three options: 1) Edit the last statement, 2) Keep the current statement, 3) State that the College reached out to constituent groups and since there were no edits brought forward, ask the Board to approve the statement as is. Daniel stated the IIC followed the process, and based on our planning document, we cannot make edits ourselves. So, if you have feedback, please forward your input to Daniel. Daniel is in the process of scheduling a presentation to Faculty Senate start discussing the 2023-25 goals for planning purposes.

IV. Accreditation Steering Committee Recommendation – Update: Daniel reported that the three co-chairs of IIC, PRPC (Program Review and Planning Committee), and ASC (Accreditation Steering Committee) met to discuss the dual reporting proposal. Discussion ensued as Daniel gave each member and guests time to express their thoughts on this issue. Some members on the committee think we have a transparency issue. Classified member Nichole provided an issue in the past whereby the PBSC was trying to develop standards for the BUG (Building User Group) in order to proceed with plans for

“new construction”. Due to the back and forth between Faculty Senate President Josh Ashenmiller and the PBSC, she is concerned that dual reporting may cause delays in the system. Jennifer said that would be resolved by taking issues through the Senate while they are being developed through PBSC. The classified members expressed that making the PBSC a dual reporting committee will not solve the transparency issue. They believe it is a process and training issue where the use of forms and emails would resolve the current issues. It was stated that the PBSC should be compelled to be more accountable. With information easily accessible, the PBSC needs to determine their role. A question was raised if the PRPC should take on more responsibility. Carlos stated that the program should close the loop with what money they were allocated and the following year’s Annual Program Review Update should report out. Perhaps there should be an Annual Report Status of Allocations with regard to the SAPs. If the campus closes the loop, how is that documented, because the accreditation team is having an issue with the narrative. Daniel is going to bring some of these items to the next Deans’ Council meeting.

Since the committee was not unanimous following discussion, it was determined that this issue requires more conversations, and there will be more discussion on this topic at the ASC this Friday. If you have thoughts on how to make planning more transparent, please forward them to Daniel.

V. Preparing for Non-Instructional and Annual Program Review Funding Process: Daniel screen-shared the Spring 2023 Non-Instructional Self-Study Reading Timeline. The Reading Teams began reading the self-studies on January 23, 2023. The results will be shared at Faculty Senate on April 20, PAC on April 26, and with the PBSC on May 17. Based on this timeline, and that the PBSC’s last meeting of the Spring term is on May 17, our committee won’t be able to review/analyze and approve funding until Fall 2023.

Daniel screen-shared the PRPC’s rubric used to evaluate the self-studies. He asked if the PBSC ever used a rubric to analyze the resource requests when awarding funding. Melisa McLellan reported that former Vice President and chair of the PBSC did develop a rubric and she stated she would look for the file and forward it to Daniel. (Secretary Note post meeting: Melisa emailed the rubric to Daniel on 3-6-23).

Daniel will email all the files he screen-shared during this meeting (Secretary Note post meeting: Daniel sent the files on 3-3-23).

VI. Other / General Discussion: Guest Cristina Arellano asked if it was possible to be added to the PBSC distribution list. Daniel responded yes. (Secretary Note post meeting: Melisa added Cristina).

Meeting adjourned at 3:15 pm
Meeting Notes typed by Melisa McLellan
Next Meeting: March 15, 2023