



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Hybrid Meeting

April 5, 2023

APPROVED

Members Present: **Co-Chairs:** Daniel Berumen, Henry Hua; **Management Reps:** Carlos Ayon, Anita Carlos; **Faculty Reps:** Jennifer Combs, Jeanette Rodriguez; **Classified Reps:** Nichole Crockrom; **Resource Members:** Vivian Gaytan, Melisa McLellan; **Student Reps:** (Not yet appointed); **Members Absent:** Carolina Santillan; **Guests:** Cristina Arellano (Faculty), Monica Ernandes (VPSS Executive Assistant), Kim Orlijan (Int. Dean Humanities), and Rida Zar (Student).

The meeting was held via hybrid format and commenced at 2:04 pm.

I. Welcome New Members: Daniel welcomed new members Co-Chair interim Vice President of Administrative Services Henry Hua and new management representative Manager of Campus Accounting - Business Office Anita Carlos.

II. Approval of Meeting Notes: The March 3, 2023 Summary Meeting Notes were unanimously approved by a motion from Carlos Ayon, seconded by Jennifer Combs.

III. Administrative Services Update: Co-chair Henry provided an overview of current efforts since he and Anita have come on-board.

IV. ER 2.0 Plan Update: Daniel screen-shared the revised ER 2.0 Plan Matrix and provided an update on the projects that have requested approval for funding and those approved projects in which funds are being distributed. One project of interest out of the office of Campus Communications is an \$80,000 request from a vendor named Motimatic where the vendor is only paid when a student enrolls. The campaign will begin in April or early May once summer registration begins. The campaign targets those students who were previously enrolled, but who left the College without a degree/certificate or transfer. Lisa is coordinating a pop-up registration with Albert Abutin. Lisa's office is also coordinating a Fund Stop-Out campaign for brand awareness and signage. Dual Enrollment was approved for \$25,000 in funds to expand offerings and enrollments.

Several new projects submitted funding requests for approval. One project still under review is the Guided Exit Program which requested \$25,000 to utilize Starfish to identify and assist non-affinity students. The Sustainability Committee submitted a request for \$5,000 to purchase Bike and Skateboard lockers in order to increase use of alternative transportation. SEAC is developing a funding request to support direct outreach to Black/African-American students who dropped out. Dr. Olivo and Dr. Nunez are working with Follett regarding a textbook subscription program to remove the barrier cost for students so they can enroll and not be faced with high cost of books.

As for the non-instructional Program Review Cycle, Daniel stated that the work would be presented at Faculty Senate in a few weeks.

V. Accreditation – Examples of Evaluating PBSC Processes: Bridget Kominek, a faculty member who is on the writing team for Accreditation Standard I, noted she is having concerns with providing evidence and responding to this section. She asked the PBSC for assistance from committee members who have

been serving for a while for an example of something where we made a recommendation. One example brought up was when the PBSC asked the Program Review Committee to change something on the self-study form so that when it came time for us to make a recommendation on funding requests, we had more information to justify recommendations. Bridget also asked for feedback on how we regularly evaluate Program Review Funding Requests for resource allocation. Another request was for feedback on how the PBSC makes recommendation to change the budget process. One member stated that the PBSC suggested the creation of the annual update form so that resource requests could be identified each year rather than only in their reporting year.

Carlos stated that as a former Director of IE, he worked in conjunction with the PBSC on efforts and processes that resulted in revisions to the Integrated Planning Manual.

It was recommended that Bridget reach out to Josh Ashenmiller, Kim Orlijan, and Marcus Wilson, all faculty who formerly served on the PBSC.

VI. Other / General Discussion: Carlos continued discussion on how the PBSC evaluated resources for program review funding. He stated that former VPAS Rod Garcia attended Deans Council meetings to go through a process to discuss each funding request approved by the Program Review Committee. To do this, he and the deans would identify requests with any alternative funding and remove any requests from the list that were already funded. The Deans then ranked the remaining items. The Deans would take their list back to their respective department/division coordinators and ask them to rank their lists. The ranked lists were then brought back to Deans Council for discussion and ranking. The conversations were informal and rankings were never an issue as all items were always funded. Deans Council suggested that in order to eliminate the need for a discussion to rank requests, individual departments could rank their requests within their Program Review Self-Study Report.

Jennifer asked about the status of the Mission Statement and stated Faculty Senate and Associated Students voted to have the College return to the Board of Trustees to re-present the proposed Mission Statement (as is) and request a vote. Classified Senate is meeting next week to make a decision. Jennifer commented that she supports a statement that includes the campus is invested in this language and it is an intentional choice of words, and we need to provide an explanation of why. We went through the process that resulted in this language and that we are committed. We need to help the Board understand our investment on why specific wording was used.

Meeting adjourned at 3:21 pm
Meeting Notes typed by Melisa McLellan
Next Meeting: April 19, 2023