



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Hybrid Meeting May 17, 2023

APPROVED September 6, 2023

Members Present: **Co-Chairs:** Daniel Berumen; **Management Reps:** Carlos Ayon, Anita Carlos; **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:** Henry Hua.

Guests: Bridgette Salzameda, Dean Nat. Sci; Seung Ji, Faculty; Americo Fraboni, Faculty; Spiros Dimitratos, Faculty; Jake Shapiro, Faculty; Cristina Arellano, Faculty; Monica Ernandes, VPSS Executive Assistant.

The meeting was held via hybrid format and commenced at 2:05 pm.

I. Approval of Meeting Notes: The May 3, 2023 Summary Meeting Notes were unanimously approved by a motion from Carolina Santillan, seconded by Carlos Ayon.

II. Administrative Services Update: No report. Daniel shared that the May Revise came out and included an 8.22 % COLA.

III. Presentation on STEAM ER 2.0 Plan: Natural Sciences Dean Bridgette Salzameda and a group of faculty provided a 20-minute presentation to help the PBSC better understand what their STEAM Center project is and to be more transparent in the resource allocation process and how it will improve enrollment and retention and cultivate a sense of belonging. The goal of the Stem Center is to provide an inclusive environment for our faculty, staff and students. The STEAM Center will be located in room 1246 (formerly the Faculty Lounge) located in the 1200 Building. 70% of their STEM classes are in person. Their division intentionally builds strong bonds and collaborates across campus and in the community. Natural Sciences teamed up with the Math & Computer Science Division as well as the Technology and Engineering Division, while also forming ties with the Counseling Dept. and Tutoring Center to provide resources to our students. This project has been listed in their division Program Reviews since 2011. This space will be a hub for students and provide attractive opportunities for in-person experiences and outcomes. The campus will also have increased funding opportunities by having a STEM Center on campus. In 2007, the division was told they would receive a STEM building using Measure X Funds, but this did not happen. The Stem Center will provide better success rates and address equity gaps.

After the presentation, the group exited the meeting and the PBSC began their discussion. There is currently a line item named "Funds to Support Expansion/Collaboration of STEAM Programs" in the ER 2.0 Plan with 5-year funding listed as Year 1 \$50,000, Year 2 \$75,000, Year 3 \$75,000, Year 4 \$75,000, and Year 5 \$75,000. Generally, items listed in the ER 2.0 are tied to a specific group. The STEAM Center is a concept project involving multiple divisions. Typically, allocations are granted to a program rather than a multi-division project. Because this is a large capital project, it would be beneficial to give them multiple years of funding upfront in order to get the center open on time. The point person listed is the VPI, but in order to have a conversation, Daniel thought it would be helpful for them to present.

Given the nature of this project, the group is requesting upfront ER 2.0 funding for Year 1, 2, and 3 in order to get the project off the ground. Daniel stated the STEAM Center will move forward without the ER 2.0 funding. They have other funding sources for this approved project that is moving forward with a projected opening in Fall 2023. Carolina said they applied for Strong Workforce funding and she did not feel it was necessary to provide multiple years of funding. Jeanette asked if the Math Faculty were on board with this project, and agrees with Carolina that we should be more conservative with allocating funding over multiple years until that question is resolved.

Year 1 Funding Motion Approved: After discussion ensued, there being no other STEAM-related proposals submitted in the next week for Year 1 funding under this category (Year 1 funding ends on June 30, 2023) Daniel asked to approve the Year 1 funding allocation to the Stem Center Project in room 1246 for \$50,000. All members were in favor. Lastly, Jeanette Rodriguez made a motion to make a call out in Fall 2023 for Year 2 funding proposals. The motion was seconded by Jennifer Combs, and all voting members were in favor.

IV. Update Summer Work to Address ASC Recommendation: Daniel reported that an email was sent to the PBSC Committee, Classified Staff, and Managers to meet a couple of weeks before the semester starts to address the ASC Recommendation. The faculty were notified through the Faculty Senate process. If you are interested in brainstorming a first draft, please respond to the call out. Interested faculty will be paid through the professional expert process.

V. Program Review Resource Requests – First View: Daniel screen-shared the official spreadsheet list containing the resource requests from the Program Review and Planning Committee (PRPC). Both Faculty Senate and PAC have approved the list. The PBSC will begin their analysis and approval of resource requests in the Fall. The PBSC needs to determine an approval process that is more transparent than the method used in the past. Daniel will share this file with the committee should one want to review the resource requests this summer. The PBSC can only approve one-time funding, and we do not approve funding for any on-going faculty, staff or capital projects.

Daniel reported the total Student Services and Administrative Operations program review resource requests amount to \$27M. The PRPC approved \$25M. Daniel reviewed each line item and removed all ongoing and capital projects, which resulted in \$1.2M in eligible funding requests for the PBSC to review and approve. This total does not identify resource requests that have already been funded since the report was written or have other available funding sources.

Additionally, Daniel reported the Annual Program Review Update forms submitted by the instructional programs amount to \$9.6 M in resource requests. The PRPC approved \$9.3M. Daniel reviewed each line item and removed all ongoing and capital projects, which resulted in \$834,000 in eligible funding requests for the PBSC to review and approve. This total does not identify resource requests that have already been funded since the report was written or have other available funding sources.

Melisa informed the group that there is a list of “unfunded” resource requests from last year that were recommended by the PBSC to PAC be funded, and were in fact approved at PAC to be funded, however, the available funding was depleted and these items need to be considered again this year as some may be duplicates or already funded. As a result, this would be a third list that needs to be reviewed and any duplicates should be removed.

Carlos suggested that a good starting point would be for the PBSC members to give a thumbs up or down for each item and stated that a discussion should take place with the divisions and coordinators as to prioritizing the list and identifying items that have already been funded or have other funding sources.

Daniel said he sat through the Program Review approval process and stated not all members approve the resource requests as the reader reviews a self-study and a group only reads the summary and then gives their approval. Daniel is concerned that we may not have enough information to make an educated assessment/decision at both the PRPC and PBSC approval levels. He asked if we should develop another method to read all the program reviews. Jennifer thought these topics could be discussed with others this summer.

VI. Approval of 2023-2024 PBSC Meeting Schedule: Melisa emailed the 2023-2024 Meeting Schedule prior to the meeting. Melisa informed the group that since all the conference rooms in the 200 building were already booked, the 2023-24 PBSC meetings will take place in room 820-P, unless either room 227 or another conference room in the 200 Building becomes available.

VII. Other / General Discussion: Melisa announced that today is Nichole's last meeting after faithfully serving six years on PBSC. We invited Nichole to attend our first meeting in the Fall to celebrate with us in person as today's meeting was held via Zoom.

Meeting adjourned at 3:49 pm

Meeting Notes typed by Melisa McLellan

Next Meeting: Fall 2023 – September 6, 2023