



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from Hybrid Meeting October 4, 2023

APPROVED October 18, 2023

**Members Present: Co-Chairs:** Daniel Berumen, Henry Hua; **Management Reps:** Carlos Ayon, Anita Carlos; **Faculty Reps:** Jennifer Combs, Jeanette Rodriguez; **Classified Reps:** Summer Marquardt; **Resource Members:** Vivian Gaytan, Celina Gutierrez, Melisa McLellan; **Student Reps:** Not yet appointed.

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

**I. Welcome New Members:** Henry introduced Summer Marquardt to the committee. Summer represents Classified Professionals and will serve a three-year term.

**II. Approval of Meeting Notes:** The September 6, 2023 Summary Meeting Notes were approved by consensus vote after a motion from Jeanette Rodriguez, seconded by Summer Marquardt. Jennifer Combs abstained from the vote, because she was absent.

At the last meeting, Henry raised the question do we want to meet in person, via Zoom, or via hybrid format. By consensus, the committee will hold all future meetings via Zoom with the exception to call an in-person as needed.

**III. Budget Update:** Henry reported the Campus Budget rolled out to everyone. Henry reported that the Business Office is providing four training sessions on budget and finance. Each date covers the same topics. They are scheduled on September 13, October 11, November 15, and December 13. An email went out to all managers and office coordinators. Henry is also looking into a weekly VPAS Open Office Hour to be announced later this month.

**IV. Update on Program Review Resource Requests:** Henry screen-shared the Fall 2022 Non-instructional and Instructional Program Review Resource Requests that are eligible for one-time funding. As for the ranking process, Henry emailed each Dean a list of their requests and asked them to discuss each item with their faculty and create a ranked/prioritized list, while also identifying other possible funding sources and noting items no longer needed. The prioritized list totaling \$611,555 shared at today's PBSC meeting has been shared with President's Staff.

**V. Update on Enrollment and Re-Engagement (ER):** Daniel screen-shared a PowerPoint entitled *ER 2.0 Fall 2023 Update dated October 2, 2023*, and Melisa will email to the group following the meeting. Daniel reported a critical update to the ER situation. The original ER 1.0 was a DRAFT developed by the VPSS and VPAS to identify ways to invest in programs focused on recruitment/enrollment and retention. They developed a 5 Year Plan that allocated \$11.5M in State and District Funding. Interim President Monte Perez assigned the PBSC the task of sharing the draft and integrating feedback from the shared governance committees. PBSC Planning Co-Chair shared E.R. 1.0 at Faculty Senate (3X), PAC (2X), Student Equity, Pathways Steering, Program Review and Planning, Institutional Integrity, Diversity Advisory, and Classified Senate. In November 2022, the ER 2.0 was approved by PAC (President's Advisory Committee). Then, the ER 2.0 was assigned to the Director of OIE (Daniel Berumen) and acting

VPAS Fred Williams. Daniel designed a Work Plan document that was shared with campus programs identified in the approved plan.

The Work Plan asked programs to:

1) identify activities, 2) Align with goals/objectives of ER 2.0, 3) Identify ways to collect data, 4) Identify how dollars were to be spent, and 5) Notified programs that evaluation/outcomes were due to the PPBSC in Spring 2024.

Year 1 Allocations totaled \$2,215,000, and \$756,750 in funding has been transferred, leaving \$1,458,250 in monies not yet transferred. Year 1 funds were distributed in March.

Year 2 Allocations total \$3,783,500, and \$2,796,500 in funding has been transferred, leaving \$990,000 in monies not yet transferred. Year 2 funds were transferred in Summer and some transfers are still in progress.

Jeanette stated she thought the College was in support of the \$12 Meal Plan being projected to 2026, but the Year 2 funding allocation is only \$2,053,500. Henry said the weekly cost runs about \$120,000 on average per week. We thought the monies would go further, and since this is a priority, we need to find funding in COVID monies.

Daniel stated the ER 2.0 plan was based on the assumption that State and NOCCCD would continue to provide annual allocations. However, the State reduced both 22-23 and 23-24 allocations, so that the total is slightly below the original 22-23 allocation:

- 22/23 = \$759,690
- 23/24 = \$476,935
- Total = \$1,236,625

The initial 22/23 allocation was \$1,287,724 (+\$51,099)

If all Year 1 and Year 2 allocations are spent, we would have an estimated balance of -\$126,397.44. Moving forward, our options are to 1) Maintain funding and just end after Year 2, 2) Move allocations, or 3) Identify alternative funding sources for projects.

Jennifer stated this is a comprehensively developed plan and asked if there were other pots of money to help fulfill the plan. Henry responded yes. Jennifer also asked if we are prioritizing the projects. Henry replied if we need to reevaluate Year 3, 4, and 5 we could consider COVID Block Grant. Jeanette stated faculty are behind other colleges related to technology to teach hybrid modalities and asked if we have a plan. Henry replied we do not have a standard, but we are reinvigorating the DTC (District Technology Committee) to support this need. Summer asked what monies are available with the COVID Block Grant. Henry replied \$8,776,050, and that it offers more flexibility with no expiration date.

Jeanette asked what would reprioritize look like. Daniel replied language was inserted into the document that only two years of funding was guaranteed and stated we reserve the right to make changes. Daniel stated a future PBSC agenda item should allow us to discuss a path moving forward. Henry added that we need a response by the Spring Term on how funds were used and how impacted our enrollment.

**VI. Program Review Process – Proposed Update:** Daniel screen-shared the WORKING DRAFT of the Fullerton College Integrated Planning Proposal dated September 2023. Melisa shared the proposal to members via the email with today's agenda. Daniel reported the Integrated Planning Work Group (IPWG) consisted of 15 members met for two days over the summer. The IPWG's task was to discuss

the recommendations from the Accreditation Steering (ASC) and Institutional Integrity Committees (IIC). Bridget Kominick, Josh Ashenmiller, and Daniel wrote the proposal, which represents the work group's consensus view of how the College's planning, budgeting, and program review processes should be reformed. The proposal is being shared with all groups so everyone will have the opportunity to review and provide feedback. Key pieces to share can be found on page 7-8 (2023-24 Development of Plan) noting we are currently in step dated October 2023 where the Proposal is shared with PBSC, PRPC, IIC and ASC for feedback. Also, see page 8 noting Nov – Dec 2023 when the Proposal is shared widely to the campus, including (but not limited to) Faculty Senate, PAC, Deans Council, SEAC, Classified Senate, and Associated Students for feedback. The second box identifies the initial implementation in 2024-2025 and full implementation in 2025-2026. The proposal also includes an updated flowchart to change the Program Review Process, which would also mean that the PBSC and PRC would be a dual-reporting committee to Faculty Senate.

The issues with the current process are that we review resource request items submitted years ago and that the PBSC reaches out to Deans asking for ranked items a year later on the back-end. The Proposal recommends on page 10, a parallel process with the PBSC and PRC receiving the self-studies together, meaning discussions will occur and Deans will rank priorities on the front-end rather than the back-end and guided through strategic planning. PBSC needs to determine how to evaluate requests and what would that look like in serving on this committee. Carlos asked if the PR will endorse SAPs.

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

Meeting adjourned at 3:40 pm  
Meeting Notes typed by Melisa McLellan  
Next Meeting: October 18, 2023