



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Zoom Meeting November 1, 2023

APPROVED November 15, 2023

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

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

I. Approval of Meeting Notes: The October 18, 2023 Summary Meeting Notes were approved by consensus vote after a motion from Jeanette Rodriguez, seconded by Carlos Ayon.

II. Finalize Program Review Resource Requests: Henry screen-shared the document that we approved at the last meeting to be forwarded in a recommendation to PAC for funding consideration. Henry informed the group that he accidentally left off the list, the Natural Sciences Division's resource requests, and the group will need to review those items for consideration of funding today so they can be brought to PAC. When Daniel was preparing the written recommendation to PAC, he realized the PBSC did not discuss the 20 requests totaling \$287,996 for Natural Sciences. Henry replied the reason why the items were left off the list is because the Natural Sciences prioritized list was on a sheet of paper rather than in digital format so they were overlooked.

Per Henry's discussion to prioritize the requests with Natural Sciences Dean Bridget Salzameda, he noted he removed two items one without a description and another for faculty, leaving 18 requests. He noted most of the items were for equipment. The \$36,000 item for personnel to run STEM Boot Camp will not be considered for funding as they will look for a mechanism to embed into regular budget. Regarding their website request for \$8,800, Henry stated they would work with the Office of Campus Communications. Henry stated the two facilities-related items for \$13,500 and \$12,000 would be submitted through the Facilities Prioritization Process. The hourly position for \$13,000 being asked to streamline processes to digitize documentation will be removed per discussions with Dean Salzameda. Both the \$5,000 in supplies for STEM Center, which may be funded using the SWP and the \$5,000 in computer hardware for the STEM Center to be funded through ACT, will be removed from the list to be considered for funding.

Daniel stated he put together a very high-level table included in the PBSC Recommendation presented to PAC on October 25 and in that form, he realized that Natural Sciences was not included and asked PAC to consider those items in table 3 as requests to be reviewed in the future. The total amount included in Table 3 for Natural Sciences is \$275,008. Discussion ensued as the group reviewed the remaining items and Henry and Daniel will update Table 3 to remove those no longer needed.

Daniel stated that Guided Pathways retracted their student focus group request no longer needs their money (see table 1 for \$103,500) so that will free-up some funding.

We only have \$1.3 M available and so other sources can be used; Henry will identify the resources to be funded under each funding streams and he will email it to everyone. Jeanette feels uncomfortable for

this to be presented at PAC, so Henry will notify the campus that the funding will not be available in mid-November.

Daniel asked when will the 2022-23 awarded funding be swept? Henry stated he will sweep the 2018-19 awarded funds. Melisa read the past meeting notes where Henry stated the 2022-23 awarded monies will need to be used by March 2024. Henry said that date will need to be adjusted since we have more work to do before award letters are sent and monies transferred to budgets.

On a related topic, Henry asked if unspent Program Review funding awards can be spent on new needs. Discussion occurred identifying various reasons why monies may be unspent, but hopefully our new procedures will prevent this from happening.

III. Enrollment and Re-Engagement Plan Moving Forward: The original ER Plan was a five-year plan under the assumption of former VPAS and VPSS, however the state took funding back and we need to identify what our next steps should be. We no longer have funding for years 3, 4 and 5 and we tabled the item. One option is to rearrange the big ticket items and use the money to spread out the funding over years 3, 4, and 5; close out the plan and develop something else, or put in a request to fund the plan through other funding sources.

Jeanette stated that in other conversations she has been in that there is a need for some flexibility that the plan doesn't offer. She is comfortable to open the plan to new opportunities as this plan was created before the new VPAS and President were there and the ER may have a new direction. Now would be a good time to bring back to senates and look at new directions and opportunities.

Daniel can see functionally for that to work, but for those that have been funded, such as Outreach Project and Re-entry, they would like funding for years 3, 4 and 5 and he is hesitant to just stop their funding. The projects are required to report back on ER success in Spring 2024, and if they have positive results, they could still be funded. We can revisit the plan as we have options where the remaining funding can be allocated based on the new directions and new needs that are emerging. Those that have current plans can be prioritized so their funding continues. Another curveball is that we haven't addressed and the future funding for the STEM Project. They were given year 1 up front, but what about their year 2? It was decided to revisit what funds we have left and require them to apply.

The committee decided to have an open call to the campus and those receiving funds report on their successes as a justification for requesting future funds.

IV. Other / General Discussion: Jeanette asked where does ER live? Henry said he would like for it to live with the VPAS and get a Sharepoint up and running as Daniel currently houses the documents. Currently, Daniel, Henry, and Anita review the proposals and allocate the funds. We can use the proposal document for our open call. Jeanette commented that she does not want to go through Program Review without any criteria. Henry would like to meet with Mary Bogan and Bridget Kominek to improve the process. Daniel stated the Integrated Planning Proposal will be presented to various groups and there will be more information to share at the next meeting.

Meeting adjourned at 3:24 pm
Meeting Notes typed by Melisa McLellan
Next Meeting: November 15, 2023