



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from Zoom Meeting November 15, 2023

APPROVED on December 6, 2023

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

The meeting was held via Zoom format and commenced at 2:09 pm.

**I. Approval of Meeting Notes:** The November 1, 2023 Summary Meeting Notes were approved by consensus vote.

**II. Finalize Program Review Resource Requests:** Daniel screen-shared an updated version of the document we forwarded in a recommendation to PAC for funding consideration. Daniel stated that Henry added the funding sources for each resource request to the spreadsheet. Daniel also stated that Henry was able to get us under the allotted amount by either removing items that will be funded by other sources or for items no longer needed at this time. The substantive changes include:

1) OIE pulled back the \$10,600 request for computers.

2) Social Sciences request for \$15,900 will be funded using staffing dollars for prof experts to manage GIS software.

3) The Guided Pathways item for \$103,500 for Student Focus Groups and the \$102,000 item for ePortfolio Pilot Group will not be funded at this time as they informed the PBSC it is not a priority for this year, but they may request it in the future.

4) The item for \$35,000 for hourly workers to establish an LGBTQIA2S+ Scholars Program will be funded using ER fund 17995.

5) The OIE original request for \$25,000 for Prof Expert contracts for faculty to be engaged in discussions around DEIA will be reduced to \$10,000. These items freed up monies allowing Henry to be under the available \$1.3M. Jeanette made a motion to approve the yellow highlighted items discussed above, Summer seconded the motion, and then discussion took place.

Jeanette stated this item did not go out with the agenda and thus we have not seen this information and asked that it be shared in the chat. Daniel stated he would share the file in the chat. In the last meeting, Henry stated he would email this file once he got all the funding sources, but Daniel said it was not available until today's meeting. Henry added all the funding sources and Daniel only highlighted changes in yellow for today's meeting.

Anita asked about item #17 for \$53,000 for FYSI hourly employees and Daniel stated it was removed for funding because they acquired state funding.

**PBSC Recommendation to PAC:** By consensus, the PBSC membership voted to endorse the 2022-23 Program Review Resource Requests in the **amount of \$1,223,493**, which is below the \$1.3M in available

funding. This item will move forward to PAC for acceptance. Next steps: Once Dr. Olivo accepts the recommendation, the FC Business Office will send funding award letters to respective departmental office's budget strings where the monies will be posted for spending.

**III. Planning Updates:** Daniel stated he began to develop the updated ER Plan he is calling an addendum titled "Enrollment and Re-Engagement Plan 3.0", which is a draft that Daniel screen-shared for discussion. As previously discussed, due to reduction in funding by the CCCC, the College needs to update our plan. The key piece in funding was only guaranteed for the first two years. The plan provided funding in two ways: 1) Some programs were funded after developing work plans identifying how their spending aligned with the goals of the plan and would collect data to evaluate progress on their project, and 2) PBSC identified resource requests that were approved by the Program Review and Planning Committee through the comprehensive and annual program review process. The draft outlines the projects and funding allocations. In addition, the College reserved \$2,053,500 to partially fund the daily \$12 Meal Plan for 2022-23. After removing these allocations, the College has \$1,558,223 remaining for this plan. For this reason, the PBSC is recommending to modify the ER 2.0 to maximize the opportunity to increase enrollment for the 2024-25 academic year.

Daniel drafted the PBSC recommends that:

- 1) Given the importance of marketing and outreach in enrollment efforts, Campus Communications and Outreach programs should receive their year 3 allocation as planned in the amount of \$375,000.
- 2) For the other programs designated allocations in 2023 should continue to collect data and be given the opportunity to receive a year 3 allocation based on a new work plan that includes an assessment of the effectiveness of their year 1 and year 2 activities. The PBSC will allocate \$350,000 of the remaining funds for this process. New work plans will be due by April 1 so funding can be allocated in FY 24-25.
- 3) PBSC will reserve \$325,000 to continue funding Program Review requests for activities aimed at boosting enrollment, and these amounts will be used for the 2023 and 2024 Annual Program Review Update processes.
- 4) PBSC recommends that the remaining amounts (\$500,000) be used to address any emergent enrollment and re-engagement classified staffing needs identified by the President.

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

Meeting adjourned at 3:03 pm  
Meeting Notes typed by Melisa McLellan  
Next Meeting: December 6, 2023