



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Zoom Meeting

February 21, 2024

APPROVED

Members Present: **Co-Chairs:** Henry Hua, Daniel Berumen; **Faculty Reps:** Jeanette Rodriguez, Jennifer Combs; **Management Reps:** Anita Carlos, Grant Linsell; **Resource Members:** Vivian Gaytan, Celina Gutierrez, Melisa McLellan; **Student Rep:** Eddie (Edward) Prieto; **Members Absent:** Classified Rep Summer Marquardt; **Guest:** Cristina Arellano, FT Counselor.

The meeting was held via Zoom format and commenced at 2:08 pm.

I. Welcome New Members: Henry welcomed the new management representative Dean Grant Linsell of Fine Arts, who replaced Carlos Ayon and the new Student Rep Edward “Eddie” Prieto who currently serves as the Vice President of Student Senate. The group introduced themselves to the new members and Henry provided an overview of the mission and purpose of the committee.

II. Approval of Meeting Notes: The December 6, 2023 Summary Meeting Notes were approved.

III. Enrollment & Re-Engagement (ER 2.0) Plan Update: Daniel screen-shared the updated ER Plan renamed ER 3.0. In order to bring the new members up to speed, Daniel provided a history of the ER Plan and iterations. Two updates include: 1) The “remaining dollar amount” to complete years 1 and 2 of the plan is now “\$1,789,185”. 2) Added #5 as written in quotes “5. Remaining funds will be used for Student Equity and Achievement’s budget in order to address the lack of cost-of-living adjustments (COLA) made in CCCC’s allocation over the last two years. As a note, SEA was slated to receive year 1-3 allocations totaling \$475,000.” The members approved for Daniel to bring the ER 3.0 Plan to PAC.

IV. 2022-23 Program Review Item – Survey Results from Email Vote: This is the request from Guided Pathways for additional funding – there were two separate requests totaling \$200,000, one for Starfish in the amount of \$100,000 and a second for Guided Exit FYE in the amount of \$100,000. Due to the internet outage, we were unable to vote at the meeting so Daniel sent an email survey to vote on December 8, 2023. There were five (5) voting members, and two (2) voted in support of funding and three (3) voted against the funding. As a result, this funding request did not pass.

V. PBSC Approval Process Discussion: Daniel and Henry met with Bridget Kominek and Mary Bogan from the Program Review and Planning Committee (PRPC) to review concerns with the Program Review Process. Henry and Daniel expressed the PBSC members want more information regarding the Program Review Resource Requests so that members can make educated decisions when approving, and want our process to have enough time to make those decisions. As a result, one of the things we came up with as the PRPC was going through their approval process, they would submit it to us gradually versus waiting for them to finish their review and then submitting it to the PBSC at the end of May. The current process does not allow the PBSC to review and approve in a short turnaround time.

As a result, the PRPC submitted their first set of resource requests to the PBSC for the 2023-24 Instructional Program Review Cycle. Henry informed the group that he created a TEAMS folder called Planning and Budget Steering Committee and Henry will email PBSC members to provide access to the new TEAM. Henry screen-shared and provided steps to access our team and files. Within our TEAMS

group, click on the Files Tab and click file named “fall ’23 – Spring ’24”. The folder labeled “Program Review” contains the actual Program Review Self-Studies that have been uploaded and shared with us by the PRPC. Henry created the spreadsheet called “Instructional Annual Program Review and Planning Update – PBSC Review Fall 2023.xlsx” which contains various fields such as the requester, Dean, whether or not PRPC endorsed the item, item description, item dollar amount, program review notes, which may include possible funding sources and comments. The fields we will update include the Division Ranking, Division Comments, our own notes, and what items we endorse that would move forward in a recommendation to PAC (President’s Advisory Committee). The PBSC needs to develop a rubric that we can share when considering items for endorsement because some items are out of our scope and authority such as large campus capital projects, on-going expenditures such as full-time faculty and staff to name a few. Henry’s goal is to meet with each dean and input their ranking and comments as needed. Jeanette asked if Henry could add a column, listing possible funding sources as that item was not currently in the spreadsheet as a separate column other than the “Program Review Notes”. Henry said that after the State’s May Revise is released, he would have more concrete knowledge regarding available funding and would then be able to add other possible funding sources. Grant commented that the updated form does provide an area on the form to identify/list possible funding sources. Possible funding sources could include grants, Lotto, or other known sources at the time the self-study is written. In some cases, items are dependent on others and we have to consider multiple items together as a group. In addition, when Henry meets with the Deans, sometimes items are no longer needed and can be removed from consideration of funding.

Daniel stated it is our expectation that we review these at each meeting to determine if items are eligible for our review. These are unofficial votes because this is a working document and flag any items so we can discuss for questions and concerns in order to take an informed vote in May.

Our homework is to review these items at our bi-weekly meetings by the end of April/early May with the knowledge that the PRPC also submits their final endorsement to Faculty Senate in March. Finally, the PBSC will submit a recommendation to PAC before the end of the spring semester. Henry stated that the goal is to have the figures for tentative budget.

Henry shared the Program Review Rubric for endorsing items and stated that we need to develop our own. Melisa shared a draft rubric that was developed by previous PBSC chair years ago, but it was never formally approved by the PBSC. Due to the current state of our projected State budget that Henry shared, Daniel stated he would review the list of resource requests and flag items that are out of our scope (unable to review), including items over \$1M, on-going funding requests, items to fund full-time, permanent faculty, managers, and classified professional staff. Daniel stated he and Henry would work on a draft rubric to share with the group. Daniel assigned PBSC homework to members asking them to begin reviewing the resource requests and insert your comments (located in the new TEAMS folder) based on criteria mentioned in today’s meeting.

VI. Status of March 6 Meeting (*Potential Conflict due to Accreditation*): Since co-chair Henry Hua will be attending a conference on March 6, Daniel will host the meeting on March 6 contingent on receiving PBSC agenda items and magnitude of inquiries from the ACCJC. The ACCJC (Accrediting Commission for Community and Junior Colleges) is sending questions/inquiries to the College on Friday, March 1, and the campus leaders will have until March 8 to respond and provide evidence.

VII. Other / General Discussion: None.

Meeting ended at 3:47 pm
Meeting Notes typed by Melisa McLellan
Next Meeting: March 6, 2024