



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Zoom Meeting

March 6, 2024

APPROVED

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

The meeting was held via Zoom format and commenced at 2:12 pm.

I. Approval of Meeting Notes: Since there was not a quorum, the February 21, 2024 Summary Meeting Notes will be reviewed at the next meeting.

II. Annual Program Review Updates: Daniel reported that the Program Review Resource Request spreadsheet Henry posted to the TEAMS group is not editable. He will inform Henry to unlock the file. Daniel asked if anyone had any feedback.

Daniel also reported he began developing a rubric the PBSC can use to review and endorse resource requests. He screen-shared the version Cypress College is currently using. He also informed the group he has two more from other sources. Jeanette dropped in the chat a version developed in collaboration with Bridget Kominek and Mary Bogan from the Program Review and Planning Committee (PRPC). Grant stated he would email Daniel a copy he used at a prior job.

III. Other / General Discussion: None.

Meeting ended at 2:29 pm

Meeting Notes typed by Melisa McLellan

Next Meeting: March 20, 2024