



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from Zoom Meeting

April 3, 2024

APPROVED April 17, 2024

**Members Present:** **Co-Chairs:** Daniel Berumen; **Faculty Reps:** Jennifer Combs; **Management Reps:** Anita Carlos, Grant Linsell; **Classified Reps:** Summer Marquardt, Kelly Salazar; **Student Rep:** Eddie Prieto; **Resource Member:** Melisa McLellan; **Members Absent:** Henry Hua, Jeanette Rodriguez; **Guest serving today on behalf of Jeanette Rodriguez in her absence:** Bridget Kominek.

The meeting start time was postponed to begin at 2:30 pm rather than our regular 2 pm start time and was held via Zoom format. The meeting commenced at 2:35 pm. The committee introduced themselves to the new members Kelly Salazar, representing classified, and Eddie Prieto, representing students.

**I. Approval of Meeting Notes:** Since there has not been a quorum for the past three meetings, the March 20, 2024, March 6, 2024, and February 21, 2024 Summary Meeting Notes were approved by consensus at today's meeting after a motion from Jennifer Combs that was seconded by Grant Linsell.

**II. Annual Program Review Updates:** Daniel reviewed the Program Review Process and the role PBSC plays in funding resource requests to provide an overall understanding to the new members. He then screen-shared a draft rubric for the committee to discuss. Ideas for the rubric were shared and discussed. Henry and Daniel will meet to finalize the rubric the committee will use to evaluate the Program Review Resource Requests. The intention of the rubric is to help the committee prioritize the resource requests independent from the ranking provided by the Deans.

Daniel will share the edited rubric from today's meeting in the PBSC TEAMS folder under the title Brainstorming Rubric.

Some topics to consider in the columns on the rubric include:

- 1) Safety, risk, or legal requirement
- 2) Necessary for classroom instruction or direct student engagement
- 3) Enhances classroom instruction or direct student engagement (supplemental/innovative)
- 4) Project focused on recruitment and retention/ER Plan
- 5) Supports SEA Target Groups (Black, Latina/o/x)

Other ideas include:

- 1) Operational necessity
- 2) Deans' ranking
- 3) Funds activities that students directly engage in
- 4) Aligns directly with Strategic Plan Goal
- 5) Technology
- 6) Innovative programs/projects
- 7) Enhances student engagement

Daniel screen-shared a sample he developed using the rubric on the Natural Science resource requests and how it would look in real time.

Daniel reported that he and Henry have a scheduled meeting with Mary Bogan and Bridgette Kominek from the PRPC (Program Review and Planning Committee) on April 12.

Bridget reported that the PRPC will present the resource requests that their committee endorsed to Faculty Senate on April 18 and they will vote on May 2. The PBSC will also need time to present their endorsed "funding" list in the form of a "Recommendation to PAC" (President's Advisory Council) for a 1<sup>st</sup> read and then the President historically accepts the recommendation at the following meeting. There has been some instances due to the timing to award/release funds where the President did approve the PBSC Funding Recommendation at the same meeting when the recommendation was presented.

It was decided to meet in person when we begin to review the resource requests. The co-chairs will inform us of the meeting format type when the agenda is emailed. If the meeting is in person, it will take place in the 200 Bldg, Room 227.

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

Meeting ended at 4:03 pm  
Meeting Notes typed by Melisa McLellan  
Next Meeting: April 17, 2024