



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Zoom Meeting

April 17, 2024

APPROVED May 1, 2024

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

I. Approval of Meeting Notes: The April 3, 2024 Summary Meeting Notes were approved by consensus at today's meeting after a motion from Eddie Prieto that was seconded by Anita Carlos.

II. Annual Program Review Updates: Henry presented the updated spreadsheet that lists the Program Review Resource Requests approved by Program Review along with the new Rubric categories the PBSC agreed upon at our last meeting (located in the column headers, and listed below). Henry has been meeting with the Deans to obtain their prioritized resource request lists; however, there are some divisions and areas that still need to submit. Henry gave them the deadline to submit by April 26. The goal is to get our approved list to PAC for a first read and approval by the week of May 22. Our campus plans to distribute awarded funds this summer.

- 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)

Prior to our meeting, Henry and Daniel reviewed the entire list and identified those requests that were endorsed either partially or fully by the PRPC, and that is the starting point for our review. Next, they identified those requests that are "reviewable by the PBSC" and marked "yes" in the column for those requests that are one-time expenditures. They marked "No" in the column for those requests that are on-going expenditures for personnel or other functions, and for those that are capital projects. This is the rubric we discussed and are comfortable with using.

Bridget stopped Henry and stated part of our work is to make decisions in the carryover funds or so called Program Review Funds, and other one-time funds, but the Mission and Purpose of this committee is to make recommendations to PAC regarding resource allocations, which includes both one-time and ongoing budget requests. Obviously that is outside the purview of this specific decision-making process we are engaged in, but I know most of the resource are not things we can pay for with one-time funds and some are personnel that we should be gathering that information and communicate that to PAC so that it doesn't just end here. It would be great if when we are done with our recommendation, we sort the requests and say these are the resource requests from the instructional and non-instructional areas that were not funded. Then, our committee is giving some sort of guidance to the President about the on-going resource requests even though we cannot use carryover funds because this committee in the past has been a dead-end for those requests and she hopes that does not continue. Melisa stated she

historically prepared the recommendations to PAC and there was a summary included with reasons why resources were not considered or recommended for funding. There was not an individualized reference to each request, but one could always reference the original approved list from the Program Review Committee if one wanted to go back and identify those items left unfunded whether it be for reasons of ongoing funding limitations or lack of available funding for a particular year. From an accreditation standpoint, Bridget stated we do have to have a committee that “reviews on-going funding”. Henry said he hopes that the meeting this summer to discuss the Integrated Planning Manual, we do need to review the process after this round. The power regarding positions and on-going funding, most of those decisions are being discussed at President’s Staff and ultimately the President makes those decisions, but we should also have our shared governance groups involved. Discussion took place regarding the charge of PBSC, which states that we make decisions regarding “ongoing funds”, which we are currently not approving during program review, which contradicts our charge.

Based on these comments, this committee is scheduled to meet this summer to review the charge of the PBSC and how we work together with the PRPC. Henry invited everyone to join the meeting scheduled this summer with the PBSC, PRPC, and IIC on Tuesday and Wednesday, August 13 and 14 from 10-3 pm and will include lunch. Eddie asked how Henry felt about giving the power back to the PBSC as a governing body. Henry also stated that there are programs on campus that do not have on-going funding that will need to be institutionalized. Melisa stated this body used to receive and vote on those requests, but currently the PBSC does not make those decisions.

Going back to the Resource Request List, Henry and Daniel read the requests and categorized each item into the five rubric categories. Today, the group focused on the first rubric related to “Safety, Risk, or Legal Requirement”. The group would then endorse the items as a group under each rubric. Henry guided discussion to the first rubric category “Safety, Risk, or Legal Requirement”. To begin our review to endorse funding resource requests, the members took a brief pause to independently review those resource requests, as being legitimate safety concerns or legal requirement in order to identify which items they believe should/should not be considered for funding per our purview. The group discussed that items related to new building requests should be addressed with the Facilities Master Plan Committee and not considered for funding during our review.

The following funding sources are available to us to make funding recommendation to fund Program Review Requests:

1. Carryover dollars
2. Lotto
3. ER Funds
4. COVID Block Grant
5. Scheduled Maintenance monies
6. IE funds (Instructional Equipment)

The total funds available for funding this year is \$1.5M – \$2M.

After reviewing and discussing concerns of items related to first rubric category, the total dollar amount comes to \$50,060. Bridget made a motion, seconded by Edward, and all voting members were in favor.

III. Other / General Discussion: None.

Meeting ended at 3:47 pm
Meeting Notes typed by Melisa McLellan
Next Meeting: May 1, 2024