



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from Zoom Meeting

May 1, 2024

APPROVED May 15, 2024

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

The meeting commenced at 2:05 pm in-person, and a few members were present via Zoom.

**I. Approval of Meeting Notes:** The April 17, 2024 Summary Notes were unanimously approved.

**II. Annual Program Review Updates:** At the last meeting, the members reviewed all items categorized under the first rubric, called “Safety, Risk, or Legal Requirement”. Daniel led the discussion regarding the review of the remaining resource requests. Daniel stated he and Henry reviewed the remaining items and developed two documents, one for those items they think the committee should consider for funding and another for those that they think should not be considered for funding. He also noted that based on his conversation with Henry, the final amount available for the committee was \$1,174,500.

Daniel provided handouts to members in-person and screen-shared the list via Zoom for the others. Both lists were sorted by costs, with the highest priced items at the top. The group first went through the items not recommended for funding. Daniel highlighted some projects that could be considered ongoing positions, including some requests for positions/roles that lived in other programs. These included requests for tutors that did not come from the Tutoring Centers, request for adjunct counselors that did not come from Counseling, and request for ongoing website/social media work that would be the purview of Campus Communications. The committee agreed to not recommend those projects for immediate funding.

As the team also went through it and flagged some items it wanted to consider further:

Table 1. Items Committee Initially Tabled

Department	Project	Costs
Cosmetology	Dedicated Fashion Department computer lab	285,000.00
Printing Technology	Equipment and facilities updates	268,500.00
MATH	Whiteboards/Projector Screen	205,000.00
CIS	Drone program support	119,480.00
Library	Print book funding	90,000.00
ReEntry	Bookstore cards	60,000.00
Art history field trip busses	Art history field trip busses	8,000.00
ART	Museum Studies guest speakers	4,000.00

The group shared some concerns about the costs of some projects, and the fact that they would require maintenance/construction work to be implemented. The group discussed the CIS project and noted that the Drone bachelor’s degree program was not yet approved by the state. The Re-Entry requests were discussed and there was hesitation to fund this project because of the costs, the fact that the college currently has a bookstore voucher program in place, and because the group is eligible to apply for Enrollment and Re-Engagement funds. Two art projects were discussed and debated, as they seemed to be ongoing requests.

The group then discussed those on the possibly approved list, and identified any items that may be similar to those that were discussed in the “not recommended” file. After reviewing all the recommended items, additional discussions, and a recalculation of all the funds, the group decided to fund the Art and Library projects in Table 1 on the previous page.

The committee then voted to put projects into three buckets:

1. Those recommended for immediate funding (Table 2),
2. Those that should be discussed further before funding (Table 3),
3. Those not recommended for immediate funding (Table 4).

The committee then unanimously voted to approve the projects in Table 2 for immediate funding, which totaled \$1,161,803. *(It should be noted that during the meeting the co-chair erroneously stated that the total was about \$900,000 due to an issue with the shared excel workbook, although the total was corrected in time for Presidents Advisory Council)*

**Table 2. APRU Requests Currently Endorsed for Immediate Funding by PBSC**

Division	Dept	Request Title	Amount
Administrative Services	Sustainability	Community Garden Feasibility Study	\$30,000
Business / CIS	BUS/MKT/RE	ACUE teaching certificate for adjuncts	\$34,425
Business / CIS	BUS/MKT/RE	HIVE gathering	\$10,000
Business / CIS	CIS	HiFlex carts	\$34,763
Business / CIS	CIS	Glass marker wall	\$20,066
Counseling	Transfer Center	Electronic devices	\$2,500
Fine Arts	ART	Art history field trip busses	\$8,000
Fine Arts	ART	Museum Studies guest speakers	\$4,000
Fine Arts	Music	Wireless microphone system (Vocal Jazz Area)	\$60,000
Fine Arts	Music	Replace band/orchestral instruments	\$50,000
Fine Arts	Music	Purchase digital positive organ	\$25,000
Fine Arts	Music	Choir attire stock	\$20,000
Fine Arts	Music	Opera costume rental fees	\$5,500
Fine Arts	Music	Medici TV subscription	\$3,250
Fine Arts	Theatre	Marketing and outreach	\$7,850
Fine Arts	Theatre	Costuming dress forms	\$4,800
Fine Arts	Theatre	Flammable materials cabinet	\$3,900
Humanities	ENGL	Professional Expert for marketing and outreach	\$29,760
Humanities	ESL	Professional Expert for marketing and outreach	\$49,900
Humanities	Mindfulness	Professional Expert for marketing and outreach	\$6,720

Instruction	Humanities Division Office	Instructor chairs for classrooms	\$25,000
Library and Learning Resources	Library	Print book funding	\$90,000
Library and Learning Resources	Mindful Growth	Promotional Materials and Hospitality	\$3,000
Math & CSCI	MATH	Replacement furniture in three of the 13 additional classrooms	\$81,000
Math & CSCI	MATH	ALEKS	\$57,500
Natural Science	Biology	Spectroscopy and imaging equipment	\$89,535
Natural Science	Biology	Expansion of Dual Enrollment Courses, additional equipment	\$39,070
Natural Science	Biology	Safety training	\$1,500
Natural Science	Chemistry	Instructional equipment and student workers	\$122,800
Natural Science	Chemistry	STEM Bootcamp funding	\$36,000
Natural Science	Chemistry	Laboratory Safety Training Software program	\$4,620
Natural Science	Chemistry	Supplies for outreach	\$2,000
Natural Science	Earth Sciences	Earth Sciences field trip funding	\$12,500
Natural Science	Earth Sciences	Teaching microscope	\$10,000
Natural Science	Earth Sciences	STEM field trip funding	\$8,000
Natural Science	Earth Sciences	Prof Expert pay for faculty drivers on field trips	\$5,280
Natural Science	Environmental Sciences	Professional expert for weekend field courses, driving	\$4,781
Natural Science	Environmental Sciences	Reimbursement for field course associated expenses for faculty	\$3,041
Natural Science	Horticulture	New chairs for room 1603	\$9,000
Natural Science	Nutrition & Food	PE pay for Dietary Manager Certificate Program Faculty Advisor	\$5,976
Natural Science	Nutrition & Food	Composting bins and bags	\$300
Natural Science	Nutrition & Food	Lab safety training for new adjuncts	\$130
Physical Education	Dance	Dance concert production costs	\$22,400
Physical Education	Dance	Videography and photography for dance concert	\$6,000
Physical Education	Dance	High school dance day expenses	\$5,580
Physical Education	Dance	Dance Department t-shirts	\$4,000
Physical Education	Intercollegiate Athletics	Wireless sound system	\$15,856
Physical Education	PE	Various equipment and supplies	\$30,000
Social Science	Geography	Program-specific loaner laptops	\$12,600
Social Science	Philosophy and Religious Studies	Promotional materials	\$1,000
Tech and Engineering	Cosmetology	SAMS "Point of Sale" (POS) system with training	\$42,900

**Total Amount PBSC Recommends to PAC for Immediate Funding: \$1,161,803**

**Table 3. APRU Requests Recommended for Additional Discussion Before Funding**

Division	Dept	Request Title	Amount
Tech and Engineering	Cosmetology	Dedicated Fashion Department computer lab	\$285,000
Tech and Engineering	Printing Technology	Equipment and facilities updates	\$268,500
Math & CSCI	MATH	Whiteboards/Projector Screen	\$205,000
Business / CIS	CIS	Gaming program support	\$159,500

**Table 4. APRU Request Not Endorsed for Immediate Funding by PBSC**

Division	Dept	Request Title	Amount
Administrative Services	Mailroom	Two B/W copiers	Not Listed
Business / CIS	BUS/MKT/RE	Contract with usertesting.com	\$15,000
Business / CIS	CIS	Drone program support	\$119,480
Business / CIS	CIS	Phones in 520 & 522	Not Listed
Counseling	Career Center	Adjunct counselor or professional expert for resume/cover letter review	\$16,000
Counseling	ReEntry	Bookstore cards	\$60,000
Counseling	ReEntry	Personnel	\$30,000
Counseling	Transfer Center	Short-term project coordinator	\$38,210
Fine Arts	Music	Replace pianos	\$1,120,000
Fine Arts	Music	Projector for opera	\$4,250
Humanities	Mindfulness	Embedded tutor for asynchronous MIND 101 class (through Hornets Tutoring)	\$7,500
Humanities	Reading	Four embedded tutors for READ 142	\$15,000
Instruction	Educational Partnerships and Programs - Dual Enrollment	Additional personnel and promotional items	\$58,504
Instruction	Educational Partnerships and Programs - Dual Enrollment	Staff development	\$28,000
Instruction	Math and CS Division Office	Division office refresh	\$30,000
Library and Learning Resources	Mindful Growth	Social Media Coordinator	\$4,620
Natural Science	Chemistry	Labster simulation licensing	\$26,250
Natural Science	Earth Sciences	Continued funding for part time Prof Expert lab tech position	\$25,000
Natural Science	Nutrition & Food	Slip-resistant mats for food laboratory	\$910
Physical Education	Dance	Dance department website redesign	\$5,000

Physical Education	Intercollegiate Athletics	Installation of turf in softball cages	\$19,143
Student Support Services	CalWorks	One additional adjunct counselor	\$73,200

**III. Other / General Discussion:** As discussed at the last meeting, Daniel invited the members 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 to review the charge of the PBSC and how we work together with the PRPC. Lunch will be provided.

Meeting ended at 4:03 pm  
Meeting Notes typed by Melisa McLellan  
Next Meeting: May 15, 2024