



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Zoom Meeting September 4, 2024

APPROVED October 2, 2024

Members Present: **Co-Chairs:** Henry Hua, Jeanette Rodriguez; **Faculty Senate Reps:** Bridget Kominek; **Management Reps:** Anita Carlos, Grant Linsell; **Classified Reps:** Summer Marquardt; **Resource Members:** Daniel Berumen; **Guests:** Cristina Arellano, Keshia Shadwick. **Absent:** Melisa McLellan.

Henry reported that he and Jeanette Rodriguez are the new co-chairs and that the PBSC is now a dual reporting committee. Henry asked everyone to introduce themselves.

I. Approval of Meeting Notes: The May 15 Summary Meeting Notes are available, however, they were not presented at today's meeting for approval.

II. Debriefing of Summer 2024 Planning Retreat: Henry stated that Daniel, Bridget, Henry, and others got the chance to work together over the summer and think about how we integrate our planning and program review processes and budgeting in an integrated planning process.

Daniel reported that the Integrated Planning Workgroup was approved last year, and we are in the implementation phase. We have new co-chairs with more work to do. There is a new Program Review Process in which the PBSC plays a more proactive role in the resource request piece and program review focuses on the sort of planning and program review portions. We met in the summer to brainstorm on items we could implement and created a timeline on where we need to be to meet the Fall 2025 Comprehensive Instructional Program Review date. The retreat was two days, and a lot of the ideas developed need to be discussed here as a committee.

One of the items we recommended was to review the Mission, Vision, and Membership of this committee. Other items include developing a rubric, preparing for the annual program reviews that are going to be given to the PBSC in the spring, and working out the details of the resource request form we will provide in FY25-26. Daniel added that we are going to explore some software options because in Dean's Council earlier today, that will be helpful to have a collaborative system where all requests are organized, and we have a live ranking list. Daniel will research some software options and make a presentation in a few months. The plan is to meet with the Program Review Committee and schedule a demo with them. Daniel mentioned "Weave", a software where you can write notes and others can make edits. It also tracks data, but it does not have the functionality that some others have where you can integrate dashboards. The goal is to have something in place in the spring.

III. Accreditation Update: Henry reported that the Accreditation Team will visit the campus on September 17 to investigate more about what they did. Daniel reported that the team is here to answer one specific thing, namely the campus collaborations team and the integrated planning workgroup proposal. Since the group met over the summer, those discussions will be part of their sort of investigation inquiry. This is not because they found things wrong, this is a commendation. There will be a prep meeting on Friday with the chairs of this committee so if you're interested in attending Daniel can send members the invite. The group will review the core inquiry and discuss what questions they may ask because they will interview some people, but we are not sure just yet who that will be.

On September 17, there will be a quick meet and greet in the morning with the Accreditation Visiting Team, in the 100 Bldg. with the Accreditation Writing Team. Then, the visiting team will have a campus tour and arrive at the 200 Bldg. for interviews. At 2 pm, you are encouraged to attend the Open Forum in room 224, with the team, to provide feedback on the integrated planning process, campus collaborations, or any other topics. It was stated that no executive team members should attend the forum so that the campus community feels free to share. The Accreditation Team will briefly step away to meet with the President and then return to announce their results.

IV. Enrollment & Reengagement Year 3 Applications: Daniel provided an update on a project that PBSC was assigned many years ago. Last year, we discussed that the State cut funding for this effort, but we had some leftover funds. PBSC submitted a proposal to PAC to provide funding directly to outreach, campus communications, and program review related to enrollment or reengagement. There was also an item in the proposal to fund some programs called out in the original ER Plan. Daniel screen-shared the five additional items PBSC recommended to PAC:

1. Campus Communications and Outreach programs should receive year 3 allocations as planned - **\$375,000.** *(This allocation has been made)*
2. Other Programs that had designated allocations in 2023 will submit Year 3 Workplans - **\$350,000.**
3. PBSC will reserve funds to continue funding Program Review for activities aimed at boosting enrollment – used for 23-24 APRU processes - **\$325,000.**
4. New Enrollment & Re-Engagement Classified Staffing Needs **\$500,000.**
5. Remaining funds used to maintain non-staffing Student Equity and Achievement’s budget items to address the lack of COLA made in the CCCCO’s allocation over the last two years – **no dollar amount listed.**

The State then took all the money back, but the campus can fund some of the items above using District and ER funding that was given to us, but the amounts have decreased. Daniel reported we have \$300,000 available to fund the projects. Daniel sent out the work plans to groups that had prior funding asking questions such as “What have you done? What is your evidence? What do you need for Year 3? And informing them we only have limited funds, so it is not guaranteed. Daniel is still receiving responses and will email the PBSC members a link to the shared folder with the applications for your review. Daniel is expecting 7 applications that are about 2 pages in length. Henry stated that with the funding stream ending, what is the sustainability plan for the work that is being done and can the program function without funding in place. Another item to consider is if there are mechanisms in place to keep the momentum of the positive work to continue.

V. Review Mission, Vision, and Membership: Henry stated Jeanette Rodriguez will lead the discussion. Bridget stated that the PBSC membership is discussed on page 8 of the Integrated Planning Manual. It states the PBSC is a dual reporting committee co-chaired by the VPAS and Faculty Senate President and then it includes 2 managers, 2 faculty, 2 classified. Henry said that is the same as what is posted on our website. The Mission and Purpose is listed on the website and Henry screen-shared and read the information displayed. Henry stated we need to add that we are a dual-reporting committee, change the composition, and change how recommendations are made. Jeanette stated she and Henry are going to work together to bring a version at our next meeting to review and work towards approving. The consensus was to have the membership remain at two members from each constituency group and have the faculty co-chair be a voting member. Bridget asked why the Management is specific on listing one Dean and one Manager. Grant replied that the experience that an academic Dean would bring to the committee is different than that of two campus managers, where funding is directly tied to instruction and requires the background of a Dean. Bridget suggested that perhaps it could read “at

least one instructional dean”. Discussion ensued. Daniel stated that we include verbiage “at least one Dean”. Henry will email everyone the link to the website.

Now that this committee is dual reporting, Jeanette announced that the PBSC needs to discuss in person meetings to be Brown Act compliant. Any committee or subcommittee of the Faculty Senate needs to be Brown Act compliant by Spring 2025. This is the semester for transition, and we are giving people some leeway. Henry stated he would work with Summer to find a meeting room. (Note added by Melisa McLellan, Secretary: The 2024-25 PBSC Meeting Schedule was approved by the PBSC Committee on 5/15/24 and lists that all meetings will take place in room 227. Melisa already booked room 227 for in-person meetings on May 10, 2024). Henry is working with Associated Students to get student representation on this committee.

VI. Other / General Discussion: None.

Meeting ended at 2:50 pm

Meeting Notes transcribed from Zoom by Melisa McLellan

Next Meeting: September 18, 2024