



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from Zoom Meeting October 2, 2024

APPROVED October 16, 2024

**Members Present: Co-Chairs:** Henry Hua, Bridget Kominek; **Faculty Senate Rep:** Heather Halverson; **Management Reps:** Anita Carlos, Grant Linsell; **Classified Rep:** Summer Marquardt; **Resource Members:** Daniel Berumen, Melisa McLellan; **Guest:** Cristina Arellano.

Henry Hua is currently a PBSC co-chair and non-voting member. Since Jeanette Rodriguez was appointed to interim Dean, Humanities Division, she was replaced by current Faculty Senate President Bridget Kominek, who will serve as the other PBSC co-chair. Since Bridget represents faculty, she will be a voting member along with the other faculty representative, Heather Halverson.

**Call to Order, Approval of Agenda, Approval of Notes:** The meeting began at 2:06 pm. Bridget shared an updated agenda to reflect that all agenda times were adjusted from the 3-5 pm window to the actual meeting time from 2-4 pm.

**Motion to approve Agenda** by Heather; second by Summer; all in favor; no abstentions.

**Motion to approve Notes** for May 15, 2024, September 4, 2024, and September 18, 2024 meetings were presented for approval. Motion to approve by Anita; Second by Summer; all in favor; Heather abstained as she was not a member of the PBSC at the time. Bridget stated that any committee that is dual reporting or a Faculty Senate subcommittee is expected to be Brown Act compliant by Spring 2025.

**Public Comments:** None.

**Co-chair report:** Bridget reminded members of the District Budget Forum on Monday, October 21 from 3-5 pm in the large conference rooms (224-226-228). A flyer will be shared by the District in the coming week, and Pepe Baron will include the Save the Date in the Weekly for faculty and staff. We encourage you to attend. Henry announced ice cream will be served!

**Committee Description Review and Revision:** Bridget shared the revised Committee Description. The following updates were made: 1) Bullet point #3 regarding the PBSC role of this committee related to grants and that this committee does not make final decisions but have a supporting role, 2) The Composition was updated to reflect the Dual Reporting with Faculty Senate and as a result the co-chair will be the Vice President of Administrative Services and Faculty Senate President, 3) Composition also updated to reduce the number of Associated Student reps from two to one.

**Motion to adopt revised Mission, Purpose and Composition** by Heather; Second by Grant; all in favor; no abstentions. This item will be taken to Faculty Senate on November 7 for a first read and approved at the following meeting, and to the November 13 PAC agenda as those are the two bodies we report to.

**ER Funding Year Three Application:** Henry reported that he and Bridget met to review the nine proposals/projects, and they prepared a summary with links to their document and budget. Henry screen-shared the document and stated he made a miscalculation and identified that the total amount requested is \$411,385, which is \$61,385 over the available funding amount. As a result, he proposed to

the committee to either cut each project by 15% or spend more time evaluating each project to identify projects that would benefit more from not having their funding reduced. The committee decided that each member would review the summary and return for discussion at the next meeting on October 16. Since the document resides in the PBSC TEAM's folder, all members are encouraged to add their comments in the document. Daniel stated that he was hoping the PBSC would vote to make a recommendation by October. Henry stated there are two new projects, one from the Library and another from Staff Development.

**Next Meeting Planning – October 16:** Daniel reported that he will share the matrix of software options to consider for managing the Program Review Resource Planning at the October 16 and demo software at the November 6 meeting.

The members will also vote on the 9 project proposals and provide their comments and reasoning on funding distribution. Bridget said she and Henry would create polls prior to the next meeting for use as a pre-vote so we can narrow down what we need to discuss at the next meeting on October 16.

Meeting adjourned at 2:52 pm.