



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from Zoom Meeting

October 16, 2024

APPROVED November 6, 2024

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

**Call to Order:** The meeting began at 2:04 pm.

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

**Motion to Approve Notes:** The **October 2, 2024 meeting**. Notes were presented for approval. Motion to approve by Grant; Second by Heather; all in favor.

**Public Comments:** None.

**Co-chair report:** Bridget encouraged members to attend the District Budget Forum on Monday, October 21 from 3-5 pm in the large conference rooms (224-226-228) or via the Zoom link. Related information was provided to staff and faculty in a flyer, email, and the Weekly. Bridget also shared that Daniel is exploring options for the Program Review and Resource Allocation software, and Daniel will bring the top 3 to Faculty Senate and the PBSC by the end of the semester.

**Emergency Funding Request Process Discussion:** Bridget stated that someone came to her and stated there is no process for areas to request emergency funding outside of the program review annual updates and self-studies and perhaps the PBSC could be the place for these types of requests. This item will be placed on the agenda at a future meeting.

**ER Funding Year Three Application:** Bridget led discussion on this item and asked for feedback on the 15% cut across the board for the eight proposals. Another option discussed was to identify which of the proposals the PBSC may decline funding altogether or partially fund while stating the justification. The PBSC has \$350,000 in available funding to consider. After discussing each proposal in detail and taking all aspects listed in their proposal into consideration, including the college's strategic plan, goals, and objectives, as well as the goals of the ER funding, the consensus was to fund all eight projects as listed in the table below. The PBSC proposed to fully fund four projects because they are more closely aligned with the ER goals and have provided more detailed plans and data analysis from previous years' funding. The PBSC recommends the remaining four projects be partially funded at a reduced amount from their original funding request, as listed below:

**PBSC Funding Recommendation for F 24-25**

**ER Year Three Funding Proposals**

<b>Projects</b>	<b>Departments</b>	<b>Amount Requested</b>	<b>Summary of Project</b>	<b>PBSC Proposed Funding</b>	<b>Full or Partial Funding</b>
Additional Tutors for Writing Center	Academic Success Center (ASC)	\$ 64,920	Increasing course success and available tutoring.	\$ 64,920	Full
FYE Operational Budget	First Year Experience (FYE)	\$ 19,110	Create the initial campus vision of a gamified badging system designed to incentivize student connection to campus resources paired with research-supported engagements intended to increase student success, retention, persistence, purpose, and belonging embedded directly into first year courses.	\$ 19,110	Full
Guided Exit Degree Completion and Transfer Cohort Support for DI Students	Counseling, A&R, Transfer Center	\$ 37,618	Increasing the total number of graduation applications submitted by Black/African American and Latinx (Disproportionately Impacted or DI) students, increasing the rates at which these applications are successful (degrees awarded), and connecting these students to transfer services.	\$ 37,618	Full
International Student Recruitment and Partnerships	International Student Center (ISC)	\$ 75,000	Recruit and increase the student numbers that were lost since the COVID-19 pandemic. The ISP's goal is to return enrollment numbers to at least pre-pandemic levels, with the goal of reaching 500 students.	\$ 50,000	Partial
1. Library Canvas Credentials Subscription	Library	\$ 71,850	1. <b>New Program:</b> Asking for funding for Canvas Credentials, a Canvas software add-on, to enhance our workshop infrastructure. Canvas Credentials uses badges as micro-credentials to represent skills and learning outcomes.	\$ 58,952	Partial
2. Extending Library Displays			2. The goal was to enhance students' sense of belonging on campus by creating more opportunities for connection, cultural learning, and representation.		
3. Extending Mobile Library Funding to Latina/o/x Books			3. Fund a mobile library to connect with students while providing information about library services – a lighter but analogous experience to in-classroom library instruction.		
4. Library Technology			4. Funding to purchase 100 TI-84 calculators to support students struggling with the high costs of textbooks and course materials in math and science classes. This initiative aimed to positively impact students who often cannot afford the \$150 cost of a TI-84 graphing calculator, aligning with Goal 2, Objective 5: Increase success and retention rates in gateway courses.		
Mindful Growth Operational Budget	LLRISPS, Guided Pathways, Mindful Growth	\$ 16,987	Our primary goal remains to promote academic mindsets and mindfulness across campus	\$ 8,500	Partial
Re-Entry Program	Counseling	\$ 35,000	To ensure term-to-term persistence for Re-Entry students, the program continuously encourages non-traditional students to meet with an academic counselor and allows for attendance to an	\$ 20,000	Partial

			appointment to count towards their program incentive requirements.		
Staff Professional Development	Library / Staff Dev	\$ 90,900	<b>New Program:</b> Request to pay stipends and content creation that will include Classified Professionals and Adjuncts. Classified Professionals are restricted from being paid stipends for professional learning, which is inequitable and disheartening since the Race Consciousness Certificate (RCC) is designed for everyone who is part of our campus community. It is essential for Classified Professionals to be eligible to participate engage in the work of to raising their race-consciousness since they are essential to the recruitment of prospective students and their onboarding.	\$ 90,900	Full
<b>Total Requested:</b>		<b>\$ 411,385</b>	<b>Total Allocation Approved:</b>		<b>\$ 350,000</b>

**Motion to Approve Year 3 ER Funding for the nine programs listed above to fully fund Tutoring, FYE, Guided Exit, and Staff Professional Development and to partially fund International Student Recruitment and Partnerships, Library Projects, Mindful Growth, and Re-Entry Program by:** Heather; Second by Grant; all in favor; no abstentions.

This recommendation will be taken to Faculty Senate and PAC. A recommendation will be prepared with the funding amounts listed along with a justification for partially funded proposals. Henry will place this item on the next PAC agenda and Bridget will place this item on the next Faculty Senate agenda.

**Next Meeting Planning – November 6:** The committee plans to discuss the possibility of an internally-created software by Fullerton College ACT employee Azin Biatani.

Meeting adjourned at 3:00 pm.

Meeting notes submitted by Melisa McLellan, Secretary