



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Zoom Meeting

November 6, 2024

APPROVED November 20, 2024

Members Present: Co-Chairs: Henry Hua, Bridget Kominek; **Faculty Senate Rep:** Heather Halverson; **Management Reps:** Anita Carlos, Grant Linsell; **Classified Rep:** Summer Marquardt; **Student Rep:** Denise Leonen (Absent); **Resource Members:** 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 16, 2024 meeting**. Notes were presented for approval. Motion to approve by Heather; Second by Summer; all in favor; no abstentions.

Public Comments: None.

Introductions: Since the new student representative elected to PBSC was absent, this item was tabled for the next meeting.

Co-chair report: Bridget reported that the **revised Committee Description** was approved by PAC on October 23 and presented to Faculty Senate at their last meeting and is on the agenda for a vote on November 7. The **ER Year 3 Funding Recommendation** is on the Faculty Senate agenda for November 7 and on the PAC agenda for November 13. Although we normally have a first read and vote on the following meeting, this is a time-sensitive item, and we will ask if people are comfortable to vote on a first read. Bridget shared the recommendation summary file in the chat with a total request of \$411,385, but the PBSC's approved recommended allocation is \$350,000. Because more money was requested than the budgeted allocation, the PBSC discussed different ways to approach it and decided to fully fund those requests that most closely aligned with the ER requirements and had the most robust analysis and detailed plan, while partially funding the remaining requests. If the groups require a second read, that will happen at Faculty Senate on November 21 and then at PAC on December 11.

The update on the **software exploration** for the Program Review and Resource Allocation software. Henry is working with a Microsoft vendor to identify technical details and will schedule a meeting in December to see what they can create for us. He will invite Azin and Khaoi from ACT to attend as well. Henry hopes Daniel will present some pre-packaged software for our review before we proceed with the meeting with Microsoft. Committee members are interested in inviting Daniel to our November 20 meeting to discuss the pre-packaged software, however, working with Microsoft will allow us to design something that works with our existing processes.

Emergency Funding Request Process Discussion: Bridget stated that someone came to her and stated there is no documented 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. Bridget brought up the Integrated Planning Manual as a place to search for a process. Henry stated he is unaware of a written process. Currently, requests are directed to Henry or somebody in the 100 Building, and sometimes directly to the President's Office. Each VP has limited discretionary funds to expedite emergency funding. If the VP is unable to authorize funding, then requests are forwarded to the President's Office. There needs to be a cost threshold and time constraint included in their request. The committee agrees that language should be defined, and if the VP doesn't have any resources, then the request should be forwarded to the PBSC rather than the President's Office. The PBSC agrees that the language (a paragraph) will be added to the Integrated Planning Manual and endorsed by PAC. Then the process should be shared to the campus. Bridget said she would draft a paragraph and share at the November 20 meeting.

Fall 2025 Resource Request Transition from Program Review to PBSC: The Instructional Program Review Self-Study (that occurs every 4 years) and the Student Services Annual Update (will occur in Fall 2025), will have resource requests included. Rather than starting with Program Review looking at the self-studies, PBSC will start looking at them. This will be the first time PBSC is the first step. Bridget shared the rubric from the Program Review and Planning Committee. Bridget stated there are on average 80-200 requests submitted for review. Bridget expects our goal as a group is to build a rubric and have one in place by the end of Spring 2025.

Next Meeting Planning – November 20: The plan is to review program review and resource allocation software options, discuss the possibility of an internally-created software, draft guidelines for emergency requests, and continue to conceptualize and draft a resource request rubric for Fall 2025 requests.

Meeting adjourned at 3:06 pm.

Meeting notes submitted by Melisa McLellan, Secretary