



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes

February 5, 2025

APPROVED on February 19, 2025

**Members Present: Co-Chairs:** Henry Hua, Bridget Kominek; **Faculty Senate Rep:** Ziza Delgado; **Management Rep:** Anita Carlos; **Classified Rep:** Gilberto Valencia; **Members Absent:** Denise Leonen, Grant Linsell.

**Call to Order:** The meeting began at 2:16 pm.

**Motion to Approve Agenda** by Ziza Delgado; second by Gilberto Valencia; all in favor; no abstentions.

**Motion to Approve Notes:** The November 20, 2024 Meeting Notes were not presented for approval because there was not a quorum that included members that were present at the November 20, 2024 meeting. This item will be placed on the agenda for the next meeting on February 19, 2025.

**Public Comments:** None.

**Co-chair reports:** Bridget welcomed the new Faculty Senate Rep named Ziza Delgado, who is the Faculty Senate President-Elect. The committee also welcomed the new Classified Professional Rep Gilberto Valencia. The student rep appointed in the fall, Denise Leonen, was not present. Summer Marquardt resigned from the committee and the CSEA Union was notified to appoint a replacement. Bridget announced that she, Henry Hua, and Daniel Berumen are attending the Society for College and University Planning National Conference this summer from July 13-15, 2025. Bridget also reminded the members to join the Planning Forum on Friday, February 7 from 9:30 am – 12 pm in room 224. Henry reported that he, Anita Carlos, and Daniel Berumen will be meeting with a consultant to bring our budget development to integrate with our DEI mission of the College. Ziza asked for clarification of the Program Review process as related to the PRPC. Bridget replied that all resource requests currently go through the PRPC, as well as the data analysis, outcomes analysis and strategic action plan, but since the revised integrated planning process has been adopted, that process will be routed to the PBSC next year.

**Program Review, Planning, and Resource Allocation Software Process Update:** Henry updated the committee on the process for developing software for our program review, planning, and resource allocation processes. The College decided the best solution would be to create software on our own in collaboration with Microsoft. Because we have some Microsoft platforms already, we are going to purchase consulting time to build processes for our use and have our internal ACT Department maintain the software. The timeline is to have the software available for beta testing in the summer and available for use in Fall 2025. One change that will

occur to budget development this semester is that we're going to meet with each manager and go over each budget line by line. This will affect how future resource requests are submitted because the Program Review documents will no longer include all "operational" campus needs, rather they will only include those associated with strategic action plans. Two committees will emerge in importance on campus, the Campus Technology Committee (already put together) that will devise the technology refresh cycles and a new facilities committee to define the refresh cycles for facility-related office equipment (such as chairs, tables, desks) to help mitigate requests for funding in the future. There will be exceptions and that is why we recently updated the Integrated Planning Manual to include the "Emergency Funding Request Process" for "emergency-related" items. The Fall 2025 Instructional Program Review Self-studies are due at the end of Fall. Resource requests are separated between those related to operational needs and those related to the strategic action plan. The goal is to eventually have all resource requests related to the strategic action plan go through program review and those related to operational needs will be funneled through other avenues such as one of the two new committees or the emergency process. In the meantime, we will go through the growth process.

**Fall 2025 PBSC Resource Request Rubric:** Part of the work this committee is responsible for is to evaluate the resource requests that come through Program Review and make a recommendation about funding. The goal is to have rubric in place at the end of this semester (Spring 2025). This rubric was based on one that came from Cypress College. This semester we will use this rubric as a beta test as we go through the resource requests that come through PRPC and revise as needed so we will have a final draft of the rubric to use for the next cycle. In Fall 2025, this is the first time the PBSC will be the first step in the review. Henry went through the rubric in detail for the new members. Bridget stated our goal is to get the first read to senate by May 1 and to PAC by May 14 so there is time for a first and second reading at both Faculty Senate and PAC.

**Next Meeting:** The next meeting is scheduled for February 19, 2025. All meetings will be in person, in room 227 except for the April 16 meeting to be held in the 2400 Building, Room 107.

Meeting adjourned at 3:19 pm.

Meeting notes submitted by Melisa McLellan