



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Zoom Meeting March 5, 2025

APPROVED on March 19, 2025

Members Present: **Co-Chairs:** Henry Hua, Bridget Kominek; **Faculty Senate Rep:** Ziza Delgado; **Management Rep:** Anita Carlos; Grant Linsell; **Classified Rep:** Gilberto Valencia; **Resource Member:** Daniel Berumen. **Guest:** Azin Biatani.

Call to Order: The meeting began at 2:06 pm.

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

Motion to Approve Notes: February 19, 2025 Meeting Notes were presented for approval. Motion to approve by Gilberto; Second by Ziza; all in favor; no abstentions.

Public Comments: None.

Co-chair Reports: At the NOCCCD Board of Trustees meeting on February 25, the Institutional Membership for our Men of Color action network was delayed for consideration. Trustee Ed Lopez asked if the institutional membership was legal in light of the "Dear Colleague" letter dated February 14th from the undersecretary of the Federal Dept of Ed. on civil rights. He expressed a concern that we might be running afoul of Federal law and Dr. Olivo assured him that no, we've received word from our State Chancellor that the letter does not change Federal Law. Trustee Lopez asked for a legal opinion on it, and it was not voted on. It is tentatively on the DRAFT agenda for the next meeting. The Strategic Plan Draft Forum is scheduled for April 11 at 1 pm on campus and then on Monday, April 14 at 5 pm via Zoom. Daniel is working with Campus Communication to distribute the dates.

Henry presented the update on the Integrated Planning software with four possible options, and Azin Biatani from ACT joined the meeting to discuss further details as well as the pros and cons of each option, actual price quotes, and to respond to any questions. The PBSC voted to approve Option 1 at a prior meeting, but cost estimates were unknown at the time, and this has become a deciding factor. Because this discussion occurred during a "Co-chair report, it was decided to agendize this as an action item for the next meeting to formally vote on the specific contract so that we have a record. Henry and Azin will move forward with the prior decision of Option 1, to partner with PowerApps 911 to create a system that would meet most, if not all the

requirements for our Integrated Planning Process. Microsoft recommended both Spyglass (more expensive) and PowerApps 911 as leaders in this area. They would also be able to deliver an application for testing and deployment in the timeline to adopt before the Comprehensive Self-study in Fall 2025. The cons are that the initial cost of creating the application is high, without a Microsoft grant, and any future revisions or changes would be treated as a new project requiring us to pay the cost of project management and design again. The one-time implementation cost is \$63,881.49; the first year PowerApps licensing cost is \$8,085.00, for a total of \$71,966.49 (first year). This does not include the \$13,860 in annual licensing cost.

Bridget announced that the student rep, Denise Leonen officially resigned from the PBSC.

E-Sports Gaming Computers: This is the second read and opportunity to vote on the E-Sports gaming computers to create a semi-gaming environment in the amount of \$62,459 to support on campus and dual enrollment cohorts. Motion to approve by Ziza; Second by Grant; all in favor; one abstention.

Program Review Annual Update Resource Requests: We do not have any resource requests ready for review today. Between now and the next meeting, Henry will filter out the requests for permanent hiring positions and capital projects. Henry will also identify resource requests where alternative funding sources may be available. Then, the PBSC will review the remaining requests using the draft rubric discussed in prior meetings. Bridget stated it would be helpful to prioritize resources that are aligned with the current SEA Plan and Strategic Plan. Also, the PBSC needs to discuss if we want to prioritize operational needs over growth and innovation needs, or vice versa. We need to make our recommendation to Senate and PAC for awardees to get their funding by July 1. Henry stated the number one priority would be enrollment and retention as well as equity. Henry will provide the list resource requests to the members by the end of the week. Bridget will upload the program review self-studies into TEAMS so everyone will have access to the information and be ready to vote, with a shared understanding to prioritize requests that are focused on increasing enrollments, retaining students and align with the SEA Plan

Math/Computer Science Tutoring Lounge Furniture: The Math/Computer Science Division submitted a request to allocate the remaining classroom furnishing funds of \$22,500 (originally awarded from prior program review) to be used for new chairs for the Math/Computer Science Tutoring Lounge. Motion to approve by Grant; Second by Anita; all in favor; no abstentions.

Sweeping Unused Carryover/Program Review Funds Process: Henry stated it is not appropriate for this committee to develop a written process, but he is going to discuss this at Dean's Council on March 19, and a process will be written into the Business Office Resource Guide as an operational item.

Next Meeting: The next meeting is scheduled for March 19, 2025.

Meeting adjourned at 3:42 pm.