



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes from Zoom Meeting

March 19, 2025

APPROVED on April 16, 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. **Guests:** Jennifer Merchant, Jean Costello, and Bianca Gladen.

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

Motion to Approve Agenda: A request to add a new agenda item from Guided Pathways regarding reallocation of FYE (First Year Experience) funds was added to the agenda. A motion to approve the updated Agenda by Ziza Delgado; second by Grant Linsell; all in favor; no abstentions.

Motion to Approve Notes: The March 5, 2025 Meeting Notes were presented for approval. Motion to approve by Ziza Delgado; Second by Gilberto Valencia; all in favor; no abstentions.

Public Comments: None.

Co-chair Reports: The Institutional Membership for our Men of Color Action Network was not approved at the February 25 NOCCCD Board Meeting, but it was approved at the March 11, 2025 meeting. There is a link in today's agenda to the flyer for the Strategic Plan Draft Forums, and Bridget asked everyone to please share it with your constituents. Members of this committee would benefit from attending because we are involved with and impacted by campus planning in the work we do. There will be an on-campus forum on Friday, April 11 at 1 pm and another via Zoom at 5 pm on Monday, April 14.

Request to Change Use of Allocated Funds: FYE and Mindful Growth have joined Guided Pathways, and the office is consolidating activities, and there is a need to move some funds to host a campus event sponsored by both Mindful Growth and FYE. Jennifer Merchant presented a request to move \$1,500 in allocated funds from ER Fund 17995 Student Retention – Promotions account to their Hospitality account due to the need to consolidated monies for the End of Year Celebration event for our students. Motion to approve by Ziza Delgado; Second by Grant Linsell; all in favor; no abstentions.

Integrated Planning Software: At our last meeting we had an informal conversation to enter into a contract with the software vendor PowerApp911 to develop a custom application for the Program Review and Planning Software with an estimated cost between \$44,000 to \$78,000. At the last meeting on March 5, the committee decided to formally vote today to contract with

PowerApps911 as the software vendor to develop an integrated planning software not to exceed \$78,000, and to contract with vendor Computerland to provide licensing for 300 users at \$8,000 for the first year (included in the software development contract) and not to exceed \$13,000 for future years. Motion to approve by Bridget Kominek; Second by Ziza Delgado; all in favor; no abstentions. Azin Biatani and Michael Cortez of ACT are the campus contacts working with PowerApps911 on this effort. The plan is to test the software this summer and utilize the product for the Instructional Program Review Cycle in Fall 2025.

Program Review Annual Update Resource Requests: Bridget reported that Mary Bogan stated the second batch of resource requests will be sent to Henry soon. The members discussed the first batch of requests listed in the spreadsheet developed by Daniel and Henry, which was sent to all members to conduct individual ranking prior to the meeting. The committee prioritized requests that align with the SEA Plan, Enrollment and Reengagement and Retention Plan, and Strategic Plan. The total available funds allocated to our effort are as follows:

Prior Year (11100 Fund - Carryover) \$500,000

Lotto (restricted) \$500,00

We no longer have any Instructional Equipment I/E funds available this year, but there is about \$400,000 in unused funds scheduled to be brought back per Dr. Olivo for usage.

Dean Carlos Ayon and Henry Hua still need to determine what can be purchased with Strong Workforce. Henry still needs to have discussions with Deans/Managers to determine what resource requests have already been funded or can be funded by other sources. The committee will resume ranking at the next meeting.

Textbook Funds for Buzzy Bookstore Bucks and ZTC/OER Stipends: Bridget stated that about a year ago, we were involved in a discussion across the District about a pot of one-time funds to support student access to textbooks and course material. Follett (Bookstore) wanted to enter into an agreement with Fullerton and Cypress Colleges to use a product they offer for access to textbooks via Canvas. Cypress adopted it, but Fullerton Faculty Senate was against this idea. In place of that, Fullerton Faculty Senate made three requests and voted to support increasing the library reserves, offering ZTC/OER stipends to faculty who are developing and adopting OER materials, and then offering what has become Buzzy Bookstore Bucks, which is a direct aid for students to get access to their materials.

Now that there is an MOU between the District and United Faculty for how the ZTC/OER stipends are being compensated using general funds, the request is to use the Buzzy Bookstore Bucks or Textbook Fund in the future. The pro is that it's not coming out of general funds, but the downside is that less money is available to students for Buzzy Bucks. The MOU sunsets on June 30, 2025. Bridget is looking for a recommendation from this committee to Faculty Senate to discuss at their next meeting on April 17, 2025. Bridget will add this item to our April 16 Agenda for discussion, recommendation and vote.

Next Meeting: The next meeting is scheduled for April 16, 2025, and as a reminder the meeting will take place in person in the 2400 Building, room 107.

Meeting adjourned at 3:39 pm.