

**Cypress College
Planning and Budget Committee
Minutes of December 5, 2019**

Present: Belinda Allan, David Dang, Carmen Dominguez, Brian Gomber, Craig Goralski, Eileen Haddad, Aaron Pilkey, Alexander Porter, Bryan Seiling, Jason Thibodeau

Resource Advisors: Paul de Dios, Flor Huerta, Thu Nguyen, Rick Rams, Katy Realista, Eldon Young

Guests: Samreen Manjra, Kristina Oganessian, Gisela Verduzco

Absent:

Recorder: AeYoung Kim

1. Public comment on agenda items

No comments at this time.

2. Minutes – Minutes from the November 21st meeting were approved.

3. One-Time Funding Process outline- Alexander Porter

Flow charts which outline the One-Time Funding Process were presented to the committee. Alex would like to get the approval to move forward using the flow charts as a concept and process. The goal is to start working on a procedure model to send to the committee in the upcoming term.

The PBC request, evaluation tools, the annual rubric and or metric portions are the tools that the PBC committee will develop each year based on the priorities that are submitted or communicated by the President's office. In addition to that, the committee member and constituent representation will also have the ability to bring forth items that you feel need to be included giving the group a greater voice during this process.

A change was made to the process by eliminating the Strategic Direction Committee since those groups were created based on the old master plan.

An option has been added to the form with two spaces for prioritization from the person that's requesting and also from the person approving it (Dean of the area or VP). This will give both involved an opportunity to give their opinion.

The committee voted Yes to the name Department Priority Grouping A, B or C.

It was agreed that the Deans should be leading conversations at the division level to make sure that the way of thinking is ingrained in all the departments across the campus.

A recommendation was made to have a way of showing Program Review and its connection to the One Time Funding Requests. Possible option would be to add a box that reads Program Review update needed, or Cross Reference Program Review. More discussion will be made on this topic.

There is currently a place to indicate whether a department request is ongoing and to state whether it's annual, every five years or whatever the timeframe is for that month.

It was suggested that the Deans communicate the budget to their faculty and staff.

There was a request for clarification on the form under #2 to add a statement to please provide a brief summary of the request including why this fits the definition of one time funds. There will be a place to check either One Time Funding or ongoing When completing a budget request. Also on the form for instructional program review if a department does indicate that a request is ongoing, they will have to state if it is annual, every five years or however long the timeframe is for that money.

In February the biggest goal for the committee will be to move quickly and begin to develop a metric rubric for the allocated funds available. We will also communicate out to the college community to explain how to approach the One Time Funding process.

Items to be modified on the form:

- A line shall be added for other implied costs and a brief narrative on what that looks like.
- Add a checkbox for the program review to be included as an indicator
- Modify #2 to add definition of one time funding

Committee agreed to move forward on the process and will be taken to PAC.

4. **Institutional Research and Planning Updates- Eileen Haddad**

There were a total of 340 responses to the employee campus climate survey. In the upcoming weeks, they will be compiling the results and shared to the committee in the Spring Semester. The information will be disseminated to shared governance committees. Further discussion will be made at President's Staff to determine how the information will be shared whether it be Shared Governance Committees, Opening Day, or a Flex Day activity. Per the request of Craig Goralski, Eileen will disaggregate for faculty in order to compare faculty results to other groups.

The Guided Pathways Steering Committee met earlier in the week and began discussion of the self-assessment tool that is going to be guiding our guided pathways for the next year or several years with the intent to solicit input from various constituency groups over the next few weeks into March 2020. The document will be shared at the February PBC Meeting.

5. **Other**

Faculty Prioritization Task force will be forming soon. The committee members were encouraged to take the time and initiative to participate on this task force.

Meeting concluded at 2:30 p.m.