

**Cypress College
Planning and Budget Committee
Minutes of September 19, 2019**

Present: David Dang, Phil Dykstra, Brian Gomber, Craig Goralski, Aaron Pilkey, Alex Porter, Marc Posner, Brian Seiling, Jason Thibodeau, Maraya Zavala

Resource Advisors: Paul de Dios, Yongmi Han, Flor Huerta, Katy Realista, Eldon Young

Guests: Christie Diep, Eileen Haddad, Samreen Manjra, Julie Phan

Recorder: AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes** – Minutes from the May 15th and September 2nd meeting minutes were approved.

3. **One-Time Funding Requests**

a. ***Review Past Practice- What worked? What did not work?***

What worked:

- Link to the Strategic Plan is strong.
- Conversation was collegial and productive
- Recognition that each area Deans that are all encompassing of recurring requests.

What did not work:

- Unclear directives on how the process is run
- The budget communication process was incomplete.
- Final allocations were not reflective of the overall campus needs.
- Advanced Funding for items that should be built into the budget.
- Smaller projects seem to take away from bigger opportunities and vice versa.

Alex is currently working with the Deans and Managers to establish a base budget that will encompass all ongoing costs, as fiscally feasible. This will be an ongoing process and will evolve over the next fiscal years.

Committee members are encouraged to share budget information discussed at this meeting with their constituents. Alex would be happy to visit the shared governance groups to discuss budget related topics, as needed. It was recommended that Budget success stories should also be shared with constituents, as faculty may not be making the connection with the benefits of the One-Time Funding Requests.

Historically, there has been a One-Time/Emergency request form. However, due to the inclusion of a broader base budget, the need for repetitive One-Time funding requests should be reduced. Moving forward the goal is to create a One-Time Funding process that equitably meets the college's budget needs with an emphasis on true One-Time and emergency requests.

b. ***Goals of Future Process- Outcome Expectations?***

- Structurally there should be equity within the process
- Promotes active participation from the campus community
- Some departments can work to improve communication and remember to keep the students in mind
- Our One-Time Funding Process should be tied back to the Strategic and Educational Master Plans and other college/District priorities

c. ***Program Review Inclusion- How to include Metrics/Performance?***

Would like to connect the one-time process with Program Review. Bryan Seiling will be giving an update sharing what has been discussed. A meeting regarding Program review and the linking process will be made in the near future.

d. ***District Process Connection- Strategic Directions***

Strategic Directions is about to expire. The District has 5 components to Strategic Directions and on the CC campus 3 Direction Committees have been created and are then filtered out and brought back to this group. Alex would like the committee to consider taking out the metric of Strategic Directions and insert Program Review instead. When the Program Review connects to Mission Vision and Goals it should all connect.

4. **Planning**

Phil Dykstra would like to add an agenda item in two weeks to have a discussion about the Champion's as well as the body that makes the decisions related to the recommendations.

5. **Other**

Samreen Manjra is part of the Professional Development Committee and a problem that seems to reoccur is requests from specific programs that need particular certifications taking away from funds allocated for the entire staff.

Meeting concluded at 2:45 p.m.