

**Cypress College
Planning and Budget Committee
Minutes of February 6, 2020**

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

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

Guests: Samreen Manjra

Absent:

Recorder: AeYoung Kim

1. Public comment on agenda items

No comments at this time.

2. Minutes – Minutes from the December 5th meeting were approved.

3. One-Time Funding Process outline- Alexander Porter

Items modified on the form:

- Added the One-Time Funding definition.
- Entered a comment to provide all financial information related to your proposal.
- You will be asked to add a comment to check in with your Division leadership to see if there's existing resources available before submitting a request.
- Added Division priority
- The 17/20 Strategic Plan will change with the next iteration of the EFMP at which time updates will be made.
- Added the option to check a box Program improvement or Program maintenance.
- Add a checkbox for the program review to be included as an indicator
- Asked to specify how your request would support 17/20 Strategic Plan/Strategic Direction, Division/Department Program Review, 19/20 Campus Budget Priorities and number of students impacted (if applicable)
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To do items:

- For #4 It was recommended that people are directed to a link and/or the J:.
- Eliminate #4B and maybe #5 about whether or not it is stated in the Program Review, what they will be addressing and how and they plan on addressing it. It was also agreed to make the content more data driven.
- Supporting documentation or details on where the numbers derive from.
- Historically the safety committee would review each proposal and decide if there are any safety concerns. If there are safety concerns they will attach the backup for the request for the PBC Committee to review. The current form will require a similar process.

By the next meeting, updates will be made to the One-Time Funding form and a letter will be shared with the college community explaining what has changed. In the upcoming months the committee will build a metrics and rubric to show how the items will be evaluated.

February 21, 2020- Finalized document to be shared with the campus community.

March 20, 2020- One-Time Funding Requests due back

April 16, 2020- All recommendations will be submitted to PAC

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

Guided Pathways- Currently in the process of preparing the Guided Pathways self-assessment, which is a planning document that gets submitted to the state which is part of the accountability recording through the state Guided Pathways money. The committee has been working on updating the draft with a timeline built in to come through the PBC committee. Eileen will send the document to the committee prior to the next meeting to have a chance to review it, share it with your constituency groups and bring back to the meeting on the February 20th meeting.

Strategic Plan- the District is currently in the 2017-2020 Strategic Plan. Historically the next strategic plan would be developed during the spring semester. However the district as a whole is in the process of developing the Educational Facilities Master Plan and only natural that the two plans align. Therefore the strategic plan will be postponed until the Educational Facilities Master Plan is finalized. There may be a slight gap in our Strategic Plan coverage but can carry over one additional year.

5. **Other**

Meeting concluded at 2:30 p.m.