

**Cypress College
Planning and Budget Committee
Minutes of November 21, 2019**

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

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

Guests: Samreen Manjra, Thu Nguyen, Kristina Oganessian, Regina Rhymes, Gisela Verduzco

Absent: David Booze, Michael Brydges, Victor Chaing, David Dang, Flor Huerta, Presten Jimenez, Peter Maharaj, Marc Posner

Recorder: AeYoung Kim

1. **Public comment on agenda items**
No comments at this time.
2. **Minutes** – Minutes from the November 7th will be updated and brought back to the next meeting for approval.
3. **One-Time Funding Process outline- Alexander Porter**
An outline of the One-Time Funding Process was presented to the committee which included the following 4 documents.
 - One-Time Funding Process Proposal overview (Draft)**
 - One-Time Funding priorities for the college as identified by the President
 - From a budgetary perspective, we will be able to identify the amount of money that can be allocated towards One-Time Funding activities.
 - Theoretically, the One-Time Funding requests will be in place by January. Spring semester the committee shall begin an evaluation process. Firm recommendations will be made in April and sent forward to PAC and when the fall semester begins the committee will be developing the annual rubric and hold discussions on how evaluations should be done. This will be part of the mission of this group each year.
 - PBC One-Time Funding Process**
 - The request process will receive data/resource needs from Program Review.
 - Kristina Oganessian created and reviewed the document sharing that data points and tables have been added. Previously they were asked to provide the amount of the request, which pot of money it would be coming from and how much it was. Now they have taken out the part about the pot of money and added information related to program maintenance or for program improvement, if it is a Division need or college need and a ranking system for the departments to rank their requests
 - An open request process will be available to submit requests outside of Program Review. As Program Review cycles are once every 4 years, this will allow for departments/divisions to submit requests in addition to what maybe contained in Program Review. In addition to the open request process, departments/divisions will

have the opportunity to update their Program Review in off cycle years to include new information, data, and or resource needs.

PAC Campus Funding Priority List

- The priority list was shared at the last PAC meeting and Dr. Schilling would like to focus on the items listed for the coming year.
- In October, the budget will be reviewed to see what funds are available and an amount we know we can allocate to PBC for consideration during the One-Time Funding process.
- The priority list is in no particular order and will be part of a different discussion. The committee may determine by experience from their constituent representation that some items on the list may take priority over others.

One-Time Funding Form

- Minor edits have been made to the previous form and will be presented year to year and not a specific document for specific people. If you have a request already in Program Review and it is identified as a fiscal need within that and the One-Time Funding form will not need to be completed because it has already been captured within Program Review.
- There has been discussion about adding information to the Program Review as to how many students will be impacted.
- Reference point within the Program Review states if it is computer or technology related the request must be evaluated by Academic Computing. If it is facilities related the request must be evaluated by the Director of Facilities.
- There will be a cover letter explaining the new process to people.
- They have also included a section in the Program Review annual report which summarizes similar themes.
- Priority Allocations will be providing money to the VP's and more in Student Services and Instruction. If this is in place, the VP's would have money available to them in order to immediately meet needs without having to go through the One-Time Funding process.
- Campus contingencies- campus reserves are set aside to meet emergency, special projects, unanticipated expenditures, and other fiscal needs. This will continue to be retained with the President's office.
- Annual Accountability Report- Any contingency amounts that are allocated either at the campus level to the President or Division level to the VP's in addition to that, recommendations which are funded will report back as to what was done, how far they came and whether or not and if the money has been spent. With the hopes to do this every September.
- Funding priorities by identifying the pool that is available and finding out what the priorities are and how much there is to spend.
- Evaluation tools
- Rubric and Metric discussion as a group needs to be made on how you would like to evaluate the requests.

Items to be discussed:

- ***What specifically do we need to change on the One-Time Funding form?***
- ***Rubric and any specific feedback from the different departments/divisions***
- ***Review information with constituent groups about the One-Time Funding Process Proposal overview (Draft)***
- ***Notify constituent groups that there will be a phased in approach for One-Time Funding due to Program Review being in the next review cycle.***
- ***Questions about impact, some items which must be incorporated into the data pieces and the accountability report.***
- ***Feedback from the committee regarding the campus and division contingencies and the idea of doing that.***
- ***How to start and what kind of modifications need to be made***

4. Other

Institutional Research and Planning shared a spreadsheet with the committee which is a running database and will continue to add to it each year as well as every Program Review cycle. It includes Instructional Program Reviews from the last two years but could also be expanded to include Student Services and Administrative Services as well. The information included is the year that they went through Program Review, The Division/Department but could also be adapted to other areas of the campus, Department ranking, the name of the request and/or capturing the departments wants and the amount that is requested. Some additional columns which will be added as discussed is if there is a technology needs or facilities needs and how many students will this potentially affect.

Meeting concluded at 2:30 p.m.