

**Cypress College  
Planning and Budget  
Committee Minutes of March 2, 2023**

**PRESENT: Aaron Pilkey (CSEA Rep), Barbara Woolner (CSEA Rep), Bryan Ventura (Director, Institutional Research and Planning), Damon de la Cruz (Academic Senate President), Fola Odebunmi (United Faculty), Kathleen McAlister (Academic Senate), Kathleen Reiland (VPI), Stephanie Rosati (Program Review)**

**Resource Advisors: Joyce Peacock (Curriculum Chair), Samreen Manjra (Prof. Dev. Rep), Thu Nguyen (Business Office Specialist)**

**Guests: Allison Coburn (Campus Capital Project Manager) Alejandra Ramirez (Assistant Manager, Capital Projects) Margaret Fernandez (Interim Dean, CTE)**

**RECORDER: Jeanne Tran**

**1. Welcome/Introductions**

Bryan Ventura welcomed the committee, and thanked all for joining the meeting.

**2. Unapproved Minutes from February 16, 2023.**

2/16/2023 Minutes moved to approved.

**3. Campus Capital Projects Update**

Allison Coburn shared a detailed view of all active and future projects for Measure J, and the different phases they are in. Summer will include a parking lot renovation for ADA compliance. The IT Network Refresh and Campus-Wide Security System Upgrades are nearing completion and is in the closeout phase. Allison also gave a preview of all state funded projects and their progress, and also spoke about facility modification requests. She highlighted how and when to submit for an FMR, and showed a diagram detailing the process and various different scenarios.

**4. One Time Funding Proposal Update/Discussion**

Bryan shared that program reviews and summaries are now in the PBC SharePoint. The fact that one-time funds are not to be used for facilities was emphasized. An additional 10 proposals that include both facilities and instructional equipment were uploaded to the site. PBC has the opportunity to score those additional 10 proposals. If one of the ten, are granted funding would be only for the instructional equipment portion, and not the facilities aspect.

Allison explained this is instructional equipment funding from the state, and can only be used for instructional equipment. The additional 10 proposals straddle the boundary, and is slightly blurred because its use for additional purposes.

Stephanie questioned if these 10 were ever sent back for revisions, and if they were ever able to resubmit with new modified proposals.

Bryan suggest we should send the manual, set parameters, and let others know that anything outside of the scope, will not be reviewed because it is beyond PBC's control and ability to prioritize appropriately. Bryan stated that we'll touch base with the VPAS for the possibility of having the

additional 10 proposals resubmit, provide additional parameters for resubmitting for instructional equipment, and circle back with the committee.

**5. Reaffirmation of PBC Membership**

Based of the Share Governance Handbook, CSEA has the right to appoint, therefore PBC will not be adding a Classified Senate Member. The committee agrees to keep the balance of the committee, therefore at this time PBC will not be adding any additional members.

**6. Other/Good of the order**

**7. Adjourn 2:45pm**