

**Cypress College
Planning and Budget Committee
Minutes of April 20, 2023**

PRESENT: Aaron Pilkey (CSEA Rep), Barbara Woolner (CSEA Rep), Belinda Allan (CSEA Rep), Bryan Ventura (Director, Institutional Research and Planning), Damon Fola Odebunmi (United Faculty Rep), Kathleen McAlister (Academic Senate), Kathleen Reiland (VPI), Marbelly Jairam (CSEA Alt), Paul de Dios (VPSS), Stephanie Rosati (Program Review)

Resource Advisors: Colin Present (Instructional Dean), Thu Nguyen (Business Office Specialist)

Guest: Cari Jorgensen, Eric Bladh, Samreen Manjra

RECORDER: Jeanne Tran

1. Welcome/Introductions

Stephen Schoonmaker welcomed all to the PBC meeting and waited to establish a quorum.

2. Unapproved Minutes from April 4, 2023

Minutes from April 4, 2023, were approved by the committee.

3. Caring Campus Charter

Belinda Allan introduced Caring Campus, a group of classified employees collaborating with Guided Pathways to enhance the implementation of student engagement initiatives. Belinda requested approval for the group through the shared governance process. The PBC approved the proposal, and Caring Campus will be presented at the next PAC meeting for further review.

4. Review IE OTF Proposals

The aggregated scores of all the proposals were shared, and a discussion was held to determine the rankings. The top ten proposals that scored the highest would meet the 1-million-dollar threshold. Colin suggested moving the Mobile Radiography Unit proposal down to the bottom of the list since it will be taken to SWP. Eric Bladh provided an update on the GIS Lab proposal, which includes the full wish list. However, he will provide an itemized list and look into whether some items can be fulfilled. The PBC continued evaluating the proposals and motioned to move the list to PAC for further review.

5. Mission, Vision, and Values Statement

Bryan presented the initial draft language for the statement and requested feedback during a recent meeting. The statement will be reviewed by all the constituency groups, and Bryan encouraged everyone to reach out to him with any questions or concerns they may have. It is essential that everyone provides their input to ensure that the statement is comprehensive and effective.

6. Budget Presentation

Stephen Schoonmaker updated everyone on the 2023-2024 Resources Allocation Model and provided a preview of the early preliminary budget during a recent meeting. The budget process for the fiscal year 2024 has commenced, and upcoming budget meetings will focus on reviewing the department's budget data, lottery funding, self-support funding, and course-related program activity funding. The

meetings will also provide an opportunity for managers to ask any questions they may have. Stephen emphasized that budget requests must be submitted by May.

7. Fiscal Year Close Out

During the Fiscal Year Close Out update, Stephen Schoonmaker reminded everyone that the deadline for submitting new requisitions was April 17th. Any new purchases must be approved before initiating the requisition process. As we approach the end of the fiscal year in June, the wind-down process has begun. We are now primarily focused on processing invoices and purchase orders that are already open to ensure a smooth close-out by June 30th.

8. 320 Update

Bryan Ventura has confirmed that Cypress College is currently meeting the threshold on the Apportionment Attendance Report, which was submitted to the State in December and April. The report displays the number of full-time equivalent students and it is essential for Cypress to maintain this count above 10,000, as dropping below this number would result in a change in the funding formula.

9. Other/Good of the Order

Bryan Ventura informed everyone that the Institutional Self Evaluation report will be released in a few days and the next accreditation meeting is scheduled for May 3rd. Instead of a regular meeting, an open forum will be conducted, and Bryan requested that the information be shared with all the constituent groups and their feedback be provided.

Stephen announced that the cafeteria will remain open during the summer, and the café will resume its services in the fall.

10. Adjourn 2:29 pm