

**Cypress College
Planning and Budget Committee
Minutes of April 6, 2023**

PRESENT: Aaron Pilkey (CSEA Rep), Barbara Woolner (CSEA Rep), Belinda Allan (CSEA Rep), Bryan Ventura (Director, Institutional Research and Planning), Kathleen McAlister (Academic Senate), Kathleen Reiland (VPI), Lauren Capulong (AS Rep), Marbelly Jairam (CSEA Alt), Stephanie Rosati (Program Review)

Resource Advisors: Joyce Peacock (Curriculum Chair), Thu Nguyen (Business Office Specialist)

RECORDER: Jeanne Tran

1. Welcome/Introductions

Bryan welcomed all to the meeting committee meeting and waited to establish quorum.

2. Unapproved Minutes from March 16, 2023

Minutes from March 16, 2023 were approved by the committee.

3. Review Instructional Equipment OTF Proposals

Bryan gave an update regarding the one-time proposals and provided additional clarification on which proposal need grading. The rubric is now updated with auto populated fields to assist with the grading process. Bryan asked how members scored proposals who didn't include the items in their program review. A discuss regarding grading was held. Kathleen explained that often times the proposals were not included in the program review, due to being new needs. Aggregate scoring of proposals to be reviewed at the next meeting.

4. Other/Good of the Order

5. Adjourn 1:59 pm