

**Cypress College
Planning and Budget Committee
Minutes of May 4, 2023**

PRESENT: Barbara Woolner (CSEA Rep), Belinda Allan (CSEA Rep), Bryan Ventura (Director, Institutional Research and Planning), Kathleen McAlister (Academic Senate), Kathleen Reiland (VPI), Marbelly Jairam (CSEA Alt), Paul de Dios (VPSS), Stephanie Rosati (Program Review), Stephen Schoonmaker (VPAS)

Resource Advisors: Joyce Peacock (Chair, Curriculum Committee) Samreen Manjra Accounting Instructor), Thu Nguyen (Business Office Specialist) Yongmi Han (Manager, International Students)

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 20, 2023

Minutes from April 20, 2023, were approved by the committee.

3. Instructional Program Review Committee Annual Report

Stephanie Rosati shared the summary of the instructional program review report for the 2023 school year, which is pending Senate approval. A total of 11 programs completed the long form of the program review, with three from CTE, two from Business, and the rest under the Health Sciences. The process of program review is a year-long process, with long and short forms that need to be completed each year. The report highlighted the return to campus, how programs are being flexible in the way they offer classes, and how they are meeting the needs of students. Additionally, there was a focus on the DEI component, student success rates, and publicizing programs. The report also emphasized mapping CSLOs and PSLOs, and complying with a standard of 90%. The program review process is an important aspect of maintaining the quality of educational programs in colleges and universities. It involves a thorough evaluation of each program's curriculum, instructional methods, student outcomes, and overall effectiveness.

The program review process is typically conducted every two years and involves completing either a long or short form, depending on the program's requirements. The forms are sent out in August and must be completed and submitted by October 10th. Institutional research data is pre-populated on the forms to help with the process.

Once the forms are completed and submitted, they are reviewed by the program's dean, who provides their own feedback and recommendations. The forms are then reviewed by the entire committee in November, with each program presenting their annual report or report to the committee.

The entire process is intended to help programs identify areas for improvement and ensure that they are meeting the needs of their students and remaining relevant to current industry trends. The committee provides feedback and recommendations to help programs make necessary changes to improve their effectiveness and success.

Overall, the instructional program review process is an important tool for ensuring the quality and effectiveness of educational programs, and it requires the collaboration and input of many stakeholders, including faculty, deans, institutional researchers, and committee members.

4. Fiscal Year 24 Update

Stephen Schoonmaker provided an update on the budget-building process for fiscal year 24. He shared the budget-building calendar and budget close-out calendar with the Planning and Budget Committee.

Stephen noted that budget managers had received the necessary forms, and budget meetings were being held with them. These meetings were expected to wrap up by the end of the month. While most forms were due by the previous Friday, there were still a few that were trickling in. Some budget managers had questions that they would be reviewing with the Budget office during the budget meetings.

From this week through June, the Budget Office will be assembling and entering the tentative budget based on the requests and information collected from budget managers. Any personnel change forms related to the budget are due to Human Resources soon. The Governor is expected to release a May revision in the next 10 days or so, which will include projections of revenues for the State and may result in revisions to the budget.

Until the May revision is released, the Budget office is working with information from the Governor's initial budget in January and any available information about the economy and State revenues. Once the May revision is released, District Fiscal Affairs will finalize personnel related to the tentative budget.

In early June, the Budget Office will open up Banner for budget entry, which will be completed by the middle of the month. Any final changes related to position control will be made in early June as well, and then the tentative budget will be completed by June 12th. The Board will approve the tentative budget on June 27th.

The current fiscal year, 23, will be closed out on June 30th, but there will still be work to do throughout July to finalize the books. During this time, purchase orders will be processed and invoices will be paid. Once the final closing is complete in July, any carry-forward balances will be distributed by District Fiscal Affairs.

There will then be an intensive period for the Budget Office to redistribute funds from the current year's budget to the 11100, which becomes the prior year for budgets. Budget managers will be able to access these funds until June 30th of the second year for those funds. Any unspent funds will be used in the general fund.

The budget input for the final budget will be due by mid-August, and the final phase in Banner will be closed later in August. There will be a public hearing on the proposed budget on the 12th, and the final budget will be approved by the board. Stephen emphasized that this is a busy time for the Budget Office and all departments as they close out the current fiscal year and prepare the budget for the following year.

5. May 18th Meeting

Kathleen Reiland presented the Strong Workforce Preliminary Budget and suggested that the PBC (Program Budget Committee) review it now to avoid further delay. Kathleen explained that the college receives allocations every year, and there is a Workforce Development Committee made up of people from the divisions that have CT top-coded programs such as Fine Arts, Visual and Performing Arts, Anthropology, Theology and Public Health, Health Science, Business, and CTE. The project coordinators submit applications, which include labor market justification, to the committee. The committee then meets and listens to a brief presentation, similar to "Shark Tank," on the metrics the applicants hope to achieve and how much they need.

Kathleen explained that they cut most of the amounts requested by everyone to distribute more funding to a larger group of people. Some items are on one-time funding, and Kathleen and Stephen will go through the budget to eliminate any duplication and pick up expenses under the Strong Workforce program to allow for more funding for Stephen's group. The college received its final allocation on Perkins, which is \$749,000, and it won't get its Strong Workforce allocation until late August or even September. The college typically estimates 90% of the previous year's allocation and allocates that amount. If there is any extra funding, they would go back and look at the next person on the list or someone who had a substantial cut in funding to provide additional funding.

Although the budget has been reviewed and adjusted, it is still subject to change as it still has to go through the President's Staff and the District, who may make further changes.

PBC will convene on the 17th to review Strong Workforce and Perkins request.

6. September 7th Meeting

The first meeting for the next fiscal year will be September 7th.

7. Other/Good of the Order

Bryan mentioned that the Accreditation ISER is currently out and suggests that if someone is interested in learning more about budgetary processes at both the local and district levels, they should review the Standard 3D., documents to see the interplay between the district and the college's financial liabilities and budgeting.

8. Adjourn 2:22PM