

**Cypress College
Planning and Budget Committee
Minutes of February 02/02/2023**

PRESENT: Aaron Pilkey (CSEA Rep), Belinda Allan (CSEA Rep), Barbara Woolner (CSEA Rep), Bryan Ventura (Director, Institutional Research and Planning), Damon De La Cruz (Academic Senate President), Kathleen McAlister, (Academic Senate Designee) Kathleen Reiland (VPI), Paul de Dios (VPSS), Stephanie Rosati (Program Review), Stephen Schoonmaker (VPAS)

Resource Advisors: Joyce Peacock (Curriculum Chair), Marc Posner (Director, Campus Communications), Samreen Manjra (Prof. Dev. Rep), Thu Nguyen (Business Office Specialist)

ABSENT:

GUESTS:

RECORDER: Jeanne Tran, Executive Assistant II

1. Welcome/Introductions/Confirmation of Representation

Stephen Schoonmaker welcomed the committee and introduced Jeanne Tran, as the new Executive Assistant for the VPAS Office. All those present gave a brief greeting.

2. Unapproved Minutes from December 02, 2022

Belinda Allan requested that committee check the previous recording to see if the Shared Governance Handbook was approved. She stated that CSEA had questions regarding the verbiage regarding the membership of shared governances. Bryan Ventura suggested that it's a possibility that the committee approved with revisions.

Minutes from December 2, 2022 tabled for revisions to #5, to be approved at the February 16, 2023 meeting.

3. Recap of Planning and Budget Committee

Stephen Schoonmaker provided a brief explanation regarding the purpose of the Planning and Budget Committee and expressed the importance of this committee for accreditation, planning, and budgeting. He communicated his gratitude for all those who serve on this committee, and stated how important this is for our participatory governance process.

4. Reaffirmation of PBC Membership

Stephen Schoonmaker shared the PBC membership list. Kathleen Reiland questioned if PBC should have an AdFac member. Damon De La Cruz stated that Classified Senate also does not have a seat on the membership list. Damon believes that those constituent groups would want a presence in the planning and budgeting of Cypress College.

Bryan Ventura explained the differences between PBC and PAC membership, and that PAC is going to discuss the Governance Handbook at the next meeting. He suggested at we revisit this item at the February 16, 2023 meeting. Stephen confirmed he will add this to the next meeting agenda.

5. Campus Services Program Review

Bryan Ventura stated that the process has been initiated, and the email went out on 02/1/2023. Forms will be due March 15, 2023 to their respective Vice President. He expressed that he will continue to provide updates to the committee as soon as he gets more information.

6. Mission, Vision, Core Value for Strategic Plan

The committee voted yes, and will add Mission, Vision, Core Value page to the Strategic Plan that was approved last Spring.

7. 320 P1 Update

Bryan Ventura shared an overview on the 320-apportionment report. He explained the relation of the 320, and how we're funded. He stated we are currently meeting 10,000 FTES threshold and will share another update after the April submission.

8. Budget Update

Stephen Schoonmaker explained that we're currently halfway through the year, and stated that we have an overall remaining budgeted balance just over 60% at the 50% mark in our General Fund. For Categorical Funds we are at 67.65% remaining. Grant funds are showing 75% remaining, though Stephen Schoonmaker noted that many grant funds straddle multiple fiscal years so that amount can be misleading on its own. He shared that from his assessment departments are being diligent with their use of funds. The plan for the remainder of the fiscal year (through June 30, 2023) is for the VPAS and Budget Officer to meet with Budget Managers at least two more times; initially to discuss with them any mid-year adjustments, resources or additional needs, so that we can stay on top of maintaining the budget and monitoring the budget expenditures as we go. As we go into the budget development phase, additional meetings will be held.

9. Budget Calendar for Spring

Stephen Schoonmaker explained that within the next two months, meetings will be held with managers to review the status of their budget, and the budget priorities for the next fiscal year. He also highlighted the PBC meetings for the remainder of the fiscal year. He explained that position clean-up is starting this February, and that the goal is to have the tentative budget completed by mid-June.

10. One-time Funding Update

Stephen Schoonmaker stated that he is ready to share the applications that came through for instructional equipment request. He explained possible changes to the available dollar amount of one-time-funds, and how it may have a negative impact. He also stated that he is currently monitoring the legislation, and seeing how it could impact instructional equipment and schedule maintenance work.

Other/Good of the order

Belinda Allan requested that we halt the Governance Handbook. She stated that the relationship between CSEA and Classified Senate is not the same as the relationship between the Faculty Senate and the Faculty Union.

Aaron Pilkey questioned if the COLA was going to change. Stephen confirmed that it was presented in the Governor's proposed budget.

The PBC meeting adjourned at 2:25pm.