PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes
October 16, 2013

Approved November 6, 2013

**Members Present:** Co-chairs: Claudette Dain, Jamail Carter; Management Reps: Dan Tesar; Faculty Reps: Samuel Foster, Rolando Sanabria; Classified Reps: Bev Pipkin, Chrystal Van Beynen, and Student Reps: Alex Trigueros.

**Members Absent:** Greg Ryan and Jose Solano.

**Resource Members Present:** Toni DuBois, Cyndi Grein, and Melisa Hunt.

The meeting commenced at 2:07 pm.

1. **Approval of Minutes:** The meeting notes from the October 2, 2013 meeting were approved.

2. **Program Review Resource Requests:** The 2012-2013 Non-instructional Program Review Resource Requests were distributed to the committee in two separate spreadsheets to include the Administrative and Operational Services Resource Requests and the Student Support Services Resource Requests. In order to prepare these spreadsheets, Melisa consolidated data from various reports that were received from the Program Review Committee, including the need to verify some data with the original program review self-study. The PBSC rubric was also distributed to the members.

Both spreadsheets listed only the resource funding requests that were endorsed by the Program Review Committee (PRC). They were identified with a “Yes” in the “Endorsed” column. A “Yes” is defined as follows: If when the Program Review Self-Study was read and there was sufficient data to support the request and a logical argument was made, then the resource funding request was endorsed. All “No’s and N/A’s” were omitted for our purposes because in order to approve funding, the request must be endorsed. Last May, PAC authorized $100,000 to be allocated to the non-instructional funding cycle.

Claudette reminded the members that if a department is awarded funds that they cannot use or the resource request has already been funded by another source, the department must return the funds as they are not transferrable. Also, some requests are linked together, so as we go through the resources, PBSC needs to look at the request as a whole. This is important because as an example, we wouldn’t want to approve funding for software, but not the hardware required for the software to work. It is also important to recognize that the resources are listed under short-term and long-term goals. PBSC needs to consider both rather than focusing on just funding for the immediate future or deferring long-term goals. Just because resources are listed under long-term goals, they should not be excluded from our review and the possibility of being awarded these one-time funds.
PBSC began reviewing the Student Support Services funding requests by looking at each request objectively.

As PBSC went through the non-instructional resource funding requests, notes were taken on items or concerns PBSC would like to share with the Program Review Committee in order to assist them in preparing more useful data for us to receive so that we can make better decisions and a more qualified recommendation to PAC on the funding allocations.

The following questions were developed to discuss at the joint meeting with PRC on October 24:

1. Can you share the data that is needed for PBSC to complete the first three columns of our rubric (Actually columns 2-4)?
2. Can you develop a process to group related resource requests? For example, software and hardware to be used by one department, for the same purpose.
3. Can you provide PBSC with the executive summary for all self-studies?
4. Can you integrate the “College’s priorities” into the Program Review process? The chancellor recently spoke relating to this issue, so we thought it might be worth discussing.
5. Have you discussed having the campus consider a theme for each cycle so when writing the self-study, departments have an idea what the committees will be looking for?
6. Should the necessity of the request be provided in the self-study so that it can be taken into consideration by the PBSC in their rubric?

3. Budget Update: None.

4. Other/General Discussion: PBSC members were reminded to respond to the email request for volunteers to attend the joint meeting with the PRC by noon on October 21. The meeting is scheduled for October 24 from 3-4 pm.

The joint meeting between the PRC and PBSC will provide an opportunity for us to share what we are trying to do in PBSC and for us to learn more about the PRC’s process. These two committees support one another, but also stand on their own individually. Both committees can support each other in their processes in order to successfully complete the program review cycle. Perhaps the PRC needs to revisit the PR template and revise it so that the PBSC can fill out the first three columns of our rubric (actually columns 2-4).

A member suggested that we consider future allocations be focused on an “identified and communicated” goal. PBSC is a recommending body to PAC and any member can bring an item forward to be considered for action. If a member has an item or suggestion they want PBSC to consider, it can be placed on the agenda and voted on. If we reach consensus, that item will be sent forward to be added to PAC’s agenda.

Meeting adjourned at 3:55 pm.
Meeting Notes taken and typed by Melisa Hunt.
Next Meeting: November 6, 2013.