PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes
February 5, 2014

Approved February 19, 2014

Members Present: Co-chairs: Richard Storti; Management Reps: Dan Tesar, Greg Ryan; Faculty Reps: Samuel Foster, Rolando Sanabria; Classified Reps: Bev Pipkin, Chrystal Van Beynen, and Student Reps: Jose Solano, Alex Trigueros.

Members Absent: Jamail Carter.


The meeting commenced at 2:07 pm.

1. Introductions: Since Claudette Dain resigned from the District, Interim Vice President Richard Storti assumed the position of co-chair of this committee. Mr. Storti introduced himself to the committee members and vice versa. Richard briefly reviewed the PBSC’s Guidelines, particularly the definition of the committee’s quorum, consensus voting model, and membership composition.

2. Approval of Minutes: The minutes from the November 20, 2013 meeting were approved.

3. Update on Program Review Funding Allocation: The PBSC’s 2012-13 Non-instructional Program Review Resource Funding Recommendation including 11 items totaling $83,450 was submitted to PAC at their December 11, 2013 meeting. Of the $83,450, 8 of the 11 items totaling $33,450 were approved for funding.

PAC requested additional explanation for the following items:

- **Item 3:** Systems Technology Services Department - for SharePoint 2010 Training at $10,000.
- **Item 4:** Systems Technology Services Department - for professional services to create a FC theme for SharePoint at $10,000.

PAC also decided that **Item 10:** Financial Aid Department for Facilities at $30,000 is an M&O expense and will be funded from the M&O budget.

PAC approved **Items 1, 2, 5, 6, 7, 8, 9 and 11**, and award letters will be prepared and sent from the Office of Administrative Services.

The PBSC originally had $100,000 to allocate. Discussion ensued in regards to if additional dollars are now available, the $16,550 not included in the original recommendation ($100,000 less $83,450 recommendation) plus the $30,000 now available from Item 10, the PBSC may want to make an additional recommendation to PAC up to $46,550. It was decided that at our next meeting, the PBSC will review the funding request documents to see if there were any other requests that could be recommended to PAC for funding.
Discussion ensued on the importance that the PBSC provide input to the Program Review Committee as they update the template so that the information we receive to make decisions on allocating funds is useful.

4. Institutional Research and Effectiveness Committee Survey Response: Co-chair Jamail Carter submitted a response to the IREC that was retracted by former co-chair Claudette Dain prior to her departure as a result of certain inconsistencies noted and the need for the committee to re-review the document. Richard said that he will provide a new draft to be reviewed at the next PBSC meeting. Dan stated that some members may be contacted by Diana Kyle to participate in a Focus Group.

5. Budget Update: Co-chair Storti provided a brief overview of the highlights from the State Budget, specifically the Governor’s Proposed Budget released on January 8, 2014.

6. Other/General Discussion: Dan stated that at the recent Planning Retreat, Planning and Budget was discussed. There was a recommendation made that PAC is to determine what is to be done with Planning and Budget. Toni DuBois stated that a new Planning Model can be found in the Integrated Planning Manual.

Meeting adjourned at 3:39 pm.
Meeting Notes taken and typed by Melisa Hunt.
Next Meeting: February 19, 2014.