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

Members Absent: Jamail Carter and Alex Trigueros.

Resource Members Present: Terry Cox and Cyndi Grein.

The meeting commenced at 2:07 pm.

1. Approval of Meeting Notes: The meeting notes were approved after one correction.

2. Budget Update: Richard Storti shared a budget update including:

   - Preliminary FY 2014/15 instructional equipment budget is $1.3 million.
   - For restricted Lottery Funds, we received $30 per FTES which equates to approximately $581k.
   - For scheduled maintenance (to maintain facilities), the Current Year was $400k, and for FY 2014/15 the preliminary budget for Fullerton College is $1.1 million.
   - It is anticipated that the District may capture additional growth.

3. Instructional Equipment: Richard distributed a handout titled “Discussions Related to Allocation of Instructional Equipment Funding”. This handout included a recap of allowable uses for instructional equipment funding per guidelines from the Chancellor’s Office.

   The handout included is a recap of prior discussions on how to prioritize instructional equipment department needs and allocate funds.

   A discussion followed covering the following topics:

   - “Who prioritizes, the Deans or PBSC?” It was noted that the PBSC is a recommending body that makes recommendations to PAC. As Deans have insight into departmental needs, their input is valuable in allocating funding to needs. Faculty and program review can also provide valuable insight related to instructional equipment needs. The discussion was not conclusive and will continue at the next meeting. The general theme was that input is needed from key stakeholders to insure available funding is allocated to campus needs in a manner that benefits student learning.
   - Rolando added to the discussion that we need to make sure we are following our processes.
     - Our processes consist of Program Review Committee, PBSC and PAC.
   - Sam stated, “Deans can make recommendations”. Dan Tesar added that Deans can give more insight on what their departments need.
   - Next steps suggested by Richard and Dan:
Richard: Request a list from ACT of needs and set a percentage of funds aside.
   Dan suggested setting a percentage of funds aside based on ACT’s needs and infrastructure needs; and then go back to the divisions and ask them to look at their program review items that meet “instructional equipment” criteria.

- The committee unanimously voted in favor of making a recommendation to PAC as follows:

  PBSC approved the recommendation that the Program Review Committee request an update of funding needs for instructional equipment. The request is for an update to existing program review documents as well as an update for any needs that have been identified since the last program review.

  The purpose of this item is to compile an updated list of instructional equipment needs that can potentially be funded with instructional equipment funding included in the Governor’s FY 2014/15 proposed budget.

4. Rolando asked should we have someone from the Planning and Research department attend this meeting? His concern was that we are creating a gap between the “Planning” part of this committee. The original co-chairs of this committee were Claudette (Budget) and Jamail (Planning). He suggested discussing this with the President.

5. Other/General Discussion: Bev distributed two handouts: 1) Library of Planning Documents and 2) Planning, Budget and Program Review Cycle timeline. She suggested using the documents as a template to save planning related documents which would allow transparent access. The committee discussed the idea of having documents stored in a designated area online. The committee supported the concept and unanimously voted in favor of making the following recommendation to PAC:

  PBSC approved the concept of developing a master library of planning documents to be developed and maintained by the Office of Institutional Research and Planning. The documents included would be available in a transparent manner and in one central location using SharePoint.

Meeting adjourned at 3:28 pm.
Meeting Notes taken and typed by Terry Cox.
Next Meeting: April 2, 2014.