



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes

September 3, 2014

APPROVED September 17, 2014

**Members Present: Co-chairs:** Richard Storti, Carlos Ayon; **Management Reps:** Dan Willoughby; **Faculty Reps:** Samuel Foster, Pete Snyder; **Classified Reps:** Bev Pipkin; **Student Reps:** Jose Solano.

**Members Absent:** Greg Ryan and Chrystal VanBeynen. NOTE: One student rep has yet to be identified.

**Resource Members Present:** Terry Cox, Cyndi Grein, and Melisa Hunt.

The meeting commenced at 2:07 pm.

Dan Willoughby asked to add an agenda item titled "Institutionalization" to the agenda.

**I. Welcome:** The new members (Carlos Ayon, Dan Willoughby, Pete Snyder, and Bev Pipkin) were introduced. The 2014-15 PBSC Meeting Schedule and Guidelines were distributed along with the Meeting Notes (dated 5-21-14) from the last meeting of FY 2013-14 approved via email on 6-11-14.

Co-chair Storti rearranged the agenda to start with the Budget Update.

**V. Budget Update:** It was reported that the fiscal budget has been loaded into BANNER and will be presented to the Board for approval at their next meeting on September 9, 2014. Richard presented District budget handouts and provided an overview of the ending fund balances as of June 30, 2014, 2014-15 Preliminary Budget Assumptions, Allocation Model for 2014-15, and FTES targets and how the State's FTES funding can impact the College's budget. The FTES target for Fullerton College has been set at 5% over last year's target.

A question was raised about uses of unrestricted carryover funds (noted on a separate, single-page budget handout). It was explained that these are funds available one-time uses such as Extended Day for FTES.

Dan Willoughby reported that the college has been reaching our targets and exceeding extended day. We are offering more classes and reaping the benefits. Richard reported that there is a demand for more classes and we offer quality programs and services and the college didn't cut classes in a time where other campuses unfortunately did.

On page 4, Richard noted that Fullerton College has been allocated \$2,020,000 (our portion from state) in funds for Instructional Equipment (IE) or Scheduled Maintenance, or both. The District allocated the same amount to Cypress College.

**II. TAP (Transfer Achievement Program) Budget Request 2014-15:** A request (via a MEMO) was submitted to the PBSC from Dan Willoughby to institutionalize the \$10,000 TAP funding going forward that has been paid out of one-time carryover funds for several years. Dan presented the background for this agenda item and added that a presentation, including data that was accepted as being valid, was

made at PAC. The TAP program has been in existence at Fullerton College for 20 years and this money is to support the growth that has been funded by one-time monies. PAC has asked the TAP to grow and they are responding to the request. Discussion ensued. TAP has its own Program Review and the Humanities Division has been covering the budget for the program. A vote was called and approved unanimously. This item will be presented as a recommendation to PAC at their next meeting on September 10, 2014.

**III. Planning Process:** Carlos presented that at the Planning Symposium in August 2014, there was a suggestion that the “planning” element should be removed from the PBSC. Carlos wanted to seek feedback from the PBSC regarding three questions: 1. Can planning take place at PBSC? 2. Can planning be achieved at PBSC or does it live at PAC or other constituency groups across the board? 3. Should a new committee be formed? Discussion ensued regarding the absence of a Director of Institutional Research and Planning (DIRP), the appointment of the DIRP as co-chair to the PBSC in an effort to increase involvement of planning within PBSC, what types of planning should take place, PAC wants to see planning at the PBSC, and the fact that planning should drive budget. Carlos mentioned that he created a folder on the J: Drive to house planning documents and encouraged the members to view it.

**IV. IE/Scheduled Maintenance:** With regard to the \$2,020,000 in state funding that can be spent on either IE, scheduled maintenance, or both, the committee discussed the proposal in detail. A motion was made to allocate the \$2,020,000 per the below schedule with the option to modify the percentages as needed. Dan Willoughby asked if he could take this proposal back to the deans for input, but it was stated that the proposal was time-sensitive. The vote was unanimously approved. This recommendation will be presented at the next PAC meeting on September 10, 2014.

<b>FY 2014/15 Instructional Equipment Plan</b>		
<b>Description</b>	<b>Amount</b>	<b>Percent</b>
Library materials	50,000	2%
Classroom Projectors	52,500	3%
Computer-related Infrastructure	492,000	24%
Classroom & Lab Computers	716,100	35%
Program Review (Instructional)	505,000	25%
Contingency	204,400	10%
<b>TOTAL</b>	<b>2,020,000</b>	<b>100%</b>

Meeting adjourned at 4:05 pm.  
 Meeting Notes were taken and typed by Melisa Hunt.  
 Next Meeting: September 17, 2014.