



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes October 15, 2014

APPROVED December 3, 2014

**Members Present: Co-chairs:** Carlos Ayon, Richard Storti; **Management Reps:** Dan Willoughby; **Faculty Reps:** Samuel Foster, Pete Snyder; **Classified Reps:** Chrystal Van Beynen, Bev Pipkin; **Student Reps:** Sami Faqih, Chang Oh.

**Members Absent: Management Reps:** Greg Ryan.

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

**Guests:** Summer Day, Business Office.

The meeting commenced at 2:07 pm.

**I. Introduction of New A.S. Student Representatives:** Richard introduced the two newly-appointed Associated Student (A.S.) Representatives to serve on the Planning and Budget Steering Committee, Chang Oh (A.S. Treasurer) and Sami Faqih (A.S. Senator). The PBSC members introduced themselves and Richard distributed a revised page 1 of the committee's guidelines to reflect the updated membership composition.

**II. Approval of Summary Meeting Notes:** The October 1, 2014 Summary Meeting Notes were unanimously approved.

**III. Planning Update:** Carlos reported that PAC has not reviewed the updated planning chart. He also stated that he has begun a new process to determine if a decision-making process is documented at Fullerton College. Below are some of the questions being asked:

- 1) What individual plans are being developed by committees?
- 2) Are decisions outlined in the minutes?
- 3) Are meeting minutes available and easily accessible?
- 3) What decisions are being made by campus committees?
- 4) What are the measurable outcomes?
- 5) Are outcomes being documented?

Carlos said the goal is to have planning documents stored in a centralized location that can be easily accessible by the campus community, and in some cases by the public. Carlos stated that he has had conversations related to these issues with Faculty Senate President Sam Foster and Vice President of Instruction José Ramón Núñez. The members discussed this item and several ideas were presented. Dan stated that the PAC (President's Advisory Council) Minutes should document the outcomes and reports from each campus committee. It was suggested that these files can be stored on the J: Drive with restricted access to the "draft" or working files, but "read-only" access permitted for final products.

Sam stated that privacy should be respected and that the latest revision date should be noted on all files. Sam also stated that the minutes from key accountability committees should be easily accessible, and if possible, the capability of a “search” option would be useful. Possible storage options discussed were the FC J: Drive, MyGateway, the Cloud, and SharePoint.

**IV. Budget Update:** Richard distributed the latest budget information that was presented at the Council on Budget and Facilities Meeting (CBF) on Monday, October 13, 2014. He reported that the Budget Calendar for 2015/16 is available. Richard then discussed the Budget Assumptions with direct impact on Fullerton College.

For those who ask how they can have input into the budget, Richard stated that each campus has representatives on the CBF and they have a voice and can make recommendations at the CBF meetings. If an idea or concern is raised at PBSC, then those representatives can bring those issues forward.

Sami inquired if the College could increase enrollment towards FTES by increasing the course listings for Internships/Work Experience, but Chrystal responded that the College discontinued those courses due to high worker’s comp insurance premiums. Chang asked if the College is considering “life experiences” in the form of “military service” as a means to earn college credit. It was reported that this has been discussed. Chang also asked if students can help increase FTES. It was reported that enrollment is important and if students refrain from “course shopping” and drop classes before the deadline, then that allows other students to register for classes before the census is reported.

Richard recapped the five District Strategic Directions as codified in the 2011 NOCCCD Comprehensive Master Plan (Page 8 of the handout). He stated that the five District Strategic Directions should be considered when making budget allocation decisions and proposals so available funding is linked with targeted initiatives.

**V. Other/General Discussion:** None/No discussion.

Meeting adjourned at 3:30 pm.

Meeting Notes were taken and typed by Melisa Hunt.

Next Meeting: November 5, 2014.