



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes March 2, 2016

APPROVED March 16, 2016

Members Present: Co-Chairs: Richard Storti, Carlos Ayon; **Management Reps:** Cyndi Grein, Rich Hartmann; **Faculty Reps:** Sam Foster, Pete Snyder; **Classified Reps:** Bev Pipkin, Alternate Summer Marquardt; **Student Reps:** Adam Ascencio, Niko Diehr; **Resource Members:** Terry Cox and Melisa Hunt; **Members Absent:** Tracy Thackrah and A.S. Alternate Taylor Gaetje; **Guests Present:** Doug Eisner, Dani Wilson.

The meeting commenced at 2:05 p.m.

I. Approval of Summary Meeting Notes: The February 17, 2016 Summary Meeting Notes were unanimously approved.

II. Planning Update: The OIRP received a total of 18 requests (9 managers, 7 faculty, and 2 classified) to attend the Fullerton College Planning Symposium open to the campus community on Friday, May 6, 2016 from 9 a.m. to 12 p.m. in conference rooms 224-226. Carlos encouraged the PBSC student reps to invite students to register as 10 slots are being held for students. The Program Review Mega meeting will be held in two weeks. The OIRP staff is working on two grants.

III. Budget Update: Under the budget update section, a proposed procedure for the approval of building design and specifications by user groups was discussed. The procedure is needed to help ensure input from the ultimate users of new building projects and the renovation of existing buildings is included in architectural plans. In addition, input from user groups needs to be fully vetted and finalized by user groups prior to being submitted to architects to avoid unnecessary design changes and increased architectural and construction costs. A draft procedure was discussed with several suggestions from members. The committee discussed the document and a motion was made by Bev Pipkin to incorporate the updates into the procedure, submit the procedure to the approval process, and enter the procedure into the planning documents, seconded by Pete Snyder, and unanimously approved. Richard emailed a draft to the committee for review along with a request for input and comments.

IV. Staff Development budget Augmentation Request: Dean Dani Wilson, who oversees Staff Development, distributed a handout titled "Staff Development Budget Augmentation Request" and presented a request to augment the 2015-16 Staff Development Budget due to unexpected expenses that have caused the department to exceed the original approved budget in the amount of \$75,000. She stated the unexpected expenses that have incurred include:

1. eLumen Training in the amount of \$35,207: Staff Development has been managing the hiring and payroll paperwork for Division SLO Coordinators to provide training to faculty. Discussion ensued regarding the variances in the number of hours charged by each division. Dani reported that the number of hours vary based on the number of faculty trained.
2. Travel expenses from 2014-15 in the amount of \$12,610.31 not covered by Equity funds as originally expected: Since Equity funds can only be used for travel within California, any out-of-state travel originally earmarked using equity funds had to be charged to the Staff Development budget.
3. Division/Department Specific Adjunct Training in the amount of \$15,000: Staff Development was approached by several Division Deans and Department Coordinators to support adjunct training programs listed in their Program Review, but this expense was not in the original budget.
4. Unexpected increase in Travel Requests in the amount of \$10,000: Last fiscal year, Staff Development funded 44 travel funding requests totaling \$38,000. This year, Staff Development has already approved 36 requests for the Fall Semester alone totaling \$30,755.50. Staff Development's current budget is \$40,000, and based on current trends it is anticipated that an additional sum of \$10,000 is needed to support travel requests for the spring.

In order to support and fund the above items, Staff Development is requesting a budget augmentation of \$72,818 for FY 2015-16 and a base budget of \$125,000 for 2016-17.

Dean Hartmann made two motions:

1. To augment the 2015-16 Staff Development Budget by \$72,818.
2. To approve the 2016-17 Staff Development Budget for \$125,000.

The two motions were seconded by Pete Snyder and the membership vote included: 1 neutral vote and 6 votes in favor (Note: one student member arrived after the vote took place). Sam Foster stated that in the past, Staff Development had a \$100,000 budget and would only use about \$30,000. Now that Staff Development is more robust with more training available, we are reminded that we are a service organization and training opportunities should be funded.

V. Other/General Discussion: Richard invited the committee to the Citizens' Bond Oversight Committee (BOC) meeting scheduled today at 4:00 pm in room 227 to observe and learn more about the Measure X bond. The BOC oversees what we do and how funds are used for "allowable" construction uses. An audit was recently completed and will be presented. The meeting is open to everyone and a campus tour will take place following the meeting.

Bond and Projects: Related to the Measure J Bond, Richard reported that we are in the process of finalizing the Facilities Master Plan and seeking input from the user groups on campus, and the plan will be presented at the next PAC meeting.

PBSC Recommendations: The PBSC's recommendation to "Provide Funding up to \$200,000 for Misidentified Instructional Equipment Program Review Funding Requests" was presented to and approved by PAC on February 10, 2016 and accepted by Interim President Schulz on February 24, 2016.

The PBSC's recommendation to "Allocate Ongoing Source of Funding for Computer and Equipment Replacements" (reserve in the amount of \$1.5 million for computer items and M&O fleet to be replenished each year from general funds with source of initial reserve is one-time mandated funding) was approved by PAC on February 10, 2016 and accepted by Interim President Schulz on February 24, 2016.

With additional faculty being hired, a discussion took place regarding the budget and the faculty evaluation process.

Meeting adjourned at 3:07 p.m.

Meeting Notes were taken and typed by Melisa Hunt.

Next Meeting: March 16, 2016