



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes March 4, 2015

APPROVED March 18, 2015

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

Members Absent: Student Reps: Both positions are vacant.

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

Guest Present: Summer Day.

The meeting commenced at 2:05 p.m.

I. Approval of Summary Meeting Notes: The February 18, 2015 Summary Meeting Notes were approved with a minor correction.

II. Planning Update: Carlos reported that a demonstration of the Orange County Department of Education's (OCDE) software product to digitally house documents and support key word searches has been scheduled with campus senior staff and Faculty Senate Exec members. This same software is currently being used by the District to store and access documents.

Carlos also reported that the 2015-16 Integrated Planning Manual is now available at the Institutional Research & Planning Department's website, which can be found at Research.fullcoll.edu. The Faculty Hiring, Instructional Equipment, and Scheduled Maintenance processes are included in the manual. Minor changes to the Campus-wide Planning Chart were requested by PAC. Lastly, the Committee Chair Meeting is scheduled for Friday, March 6, and an agenda will be emailed.

III. Budget Update: Richard provided members with a copy of the MEMO dated March 4, 2015, from District Director of Purchasing Jenney Ho, which outlines the April 15 deadline to submit requisitions for supplies, equipment and services. This deadline is firm, and Richard asked the members to share it with the campus' departments and staff. If a request is submitted after the deadline and is proven to be a legitimate expense, then Richard and Jenney may grant approval. This year, deadlines related to categorical funding were removed from the MEMO. Richard also reported that the deadline to spend funds allocated for SSSP and Student Equity has been extended to December 31, 2015.

Richard asked the group to start thinking about how to allocate the funding that will become available for instructional equipment, non-instructional equipment, and scheduled maintenance, which he estimates to be between \$2-5M. Richard prepared and provided a handout that lists the actual FY 2014-15 Instructional Equipment Allocation and preliminary FY 2015-16 Scheduled Maintenance and Instructional/Non-Instructional Equipment Needs of \$6M, which is based on discussions he had with various campus departments. The PBSC members will develop a recommendation to allocate these funds, which will then be forwarded to PAC. As we approach year-end, we may consider using carryover

funds for any shortages. There was discussion from members who suggested non-instructional monies be directed to replacing aging computers and fleet vehicles.

IV. Bond Update: In regards to the litigation brought forth by the taxpayer group, Richard reported that the judge ruled in favor of the District. The group that initiated the litigation has 60 days to appeal the decision.

It was announced that the DLR Group was approved by the Board on February 24, 2015 to serve as the Fullerton College Campus Architect. DLR will assist Fullerton College in planning related to upcoming facility projects, facilitating open forums, and developing and providing recommendations.

V. Other/General Discussion: Richard announced that both he and Carlos will be attending an off-site meeting on Wednesday, May 6, 2015. It was determined to cancel the meeting for the time being, but if time is needed to review Program Review Funding Requests, the meeting may be resumed. Melisa will send out a meeting cancelation notice.

Meeting adjourned at 3:00 p.m.

Meeting Notes were taken and typed by Melisa Hunt.

Next Meeting: March 18, 2015.