



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes April 15, 2015

APPROVED May 20, 2015

**Members Present: Co-chairs:** Carlos Ayon, Richard Storti; **Faculty Reps:** Samuel Foster, Pete Snyder; **Classified Reps:** Bev Pipkin, Chrystal Van Beynen; **Student Reps:** Chris Lim, Man Nguyen.

**Members Absent: Management Reps:** Greg Ryan, Dan Willoughby.

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

The meeting commenced at 2:07 p.m.

**I. Approval of Summary Meeting Notes:** The March 18, 2015 Summary Meeting Notes were unanimously approved.

**II. Planning Update:** Carlos reported that the 2015-2016 Integrated Planning Manual will be presented to the President's Advisory Council (PAC) at their next meeting on April 22, 2015. He also reported that the Strategic Plan updates will go out this week and are scheduled to be discussed at the next PAC meeting on April 22, 2015. As an update, the DocuPeak software has been reviewed. Because DocuPeak doesn't have the desired "smart search" function, other options will be reviewed.

**III. Budget Update:** Terry Cox has been working with campus departments to complete their 2015-16 budget inputs. The PBSC's recommendation to PAC to increase ongoing department level operating budgets by 2%, beginning July 1, 2015, was presented to PAC at their meeting on March 25, 2015, and was accepted by Dr. Vurdien at the PAC meeting on April 8, 2015. This increase of \$65,000 will apply to 4xxxx-6xxxx accounts: Supplies & Materials, Other Operating Expenses and Services, and Capital Outlay.

**III.a. Large College Augmentation:** The FTES generated by Fullerton College is approaching the level of a large college (institutions generating 19,320 or more FTES). Large institutions receive an additional allocation from the State in the amount of \$562,282. For planning purposes, there was a discussion on the potential allocation of additional funding that would be received if the College reached the large institution threshold. The committee unanimously agreed that if additional funding is received as a result of reaching the large institution level that the funds should be used to partially offset the Extended Day deficit. The reasoning used is that the deficit was created as a result of offering classes to meet student needs which resulted in generating additional FTES and therefore additional funding should be used to partially offset the deficit.

**III.b. PAC Recommendation:** It is the responsibility of this group to consider funding requests from the campus. Richard received two funding requests for consideration:

1. David Grossman, Dean of Physical Education (PE), has requested one-time funding to purchase a long-bed utility cart for an estimated cost of \$12,000. This item is currently not in the budget, but the design function (long-bed) of this cart will serve the safety needs of the department, functional needs of the instructors and coaches, thus benefiting the students. Since the college

has contingency carryover funds in the budget, and if the group decides to move forward with this request, funding is available. Sam Foster asked if the existing campus utility carts can serve their needs and Richard responded yes, but the existing carts are currently being used by other departments including Campus Safety, M&O, and DSPS. The Physical Education Division is requesting that this cart be dedicated to serve their division needs. The PE Division serves hundreds of students and 300 athletes. A motion was made to provide one-time funding for the Physical Education Division to purchase a long-bed utility cart at a cost not to exceed \$12,000. The PBSC members unanimously approved the funding request, and it will move forward to be considered for approval by PAC at their next meeting on April 22, 2015.

2. David Grossman, Dean of Physical Education (PE), has requested funding to purchase Educational Values of Game Analysis software (DVSPORT) to be used for instructional purposes in supporting the Fullerton College Football Program at an estimated Year 1 cost of \$13,924 with ongoing annual support and subscription charges of \$10,000. The funding source for this request requires both contingency carryover funds or Lotto funds to cover the initial year 1 cost and ongoing annual support from the department's budget. Since carryover monies are used for one-time purchases and this committee is not in a position to determine if there is an ongoing source of support funding, a motion to approve was denied by the PBSC because it is not considered to be an emergency expense for use on our students. Additionally, it was determined by the PBSC members that this request should be brought forward during the normal Program Review process and included in the division's regular budget.

**IV. Bond Update:** Richard reported that several campus and community open forums have been scheduled to gain input from internal and external stakeholders regarding Measure J projects. The forums seek input from internal and external stakeholders. The campus architectural firm, DLR Group, has been leading the meetings and is gathering information (suggestions and concerns) to be considered when developing a recommendation for future construction and renovation projects on campus and to be discussed at future Facilities Workgroup meetings. Richard reported that a state bond initiative is being considered for the November 2016 ballot that if passed, will provide additional funding to meet facility project needs.

**V. Program Review Update:** It is the understanding of the PBSC that due to timing, the Program Review Funding Requests will be provided to the PBSC for their review in Fall 2015, and if a recommendation for funding resource requests is approved by the PBSC, it will be presented to PAC in Fall 2015. Carlos stated that the PBSC should report that out to PAC.

**VI. Other/General Discussion:** Richard encouraged everyone to attend the Facilities Open Forum scheduled today at 3 p.m. in room 224.

Chrystal announced that she will not be present at the last PBSC meeting scheduled for May 20 because she will be on vacation prior to her planned retirement in September. Chrystal thanked the committee and spoke fondly of her over 12 years of combined service on both the PAC and PBSC committees.

Meeting adjourned at 2:50 p.m.

Meeting Notes were taken and typed by Melisa Hunt.

Next Meeting: May 20, 2015.