PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes
April 20, 2016

APPROVED May 4, 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:** Jeanne Costello and Dani Wilson.

The meeting commenced at 2:03 p.m.

I. Approval of Summary Meeting Notes: The March 16, 2016 Summary Meeting Notes were unanimously approved.

II. Planning Update: Co-chair Ayon reported that the institutional effectiveness data was released at the beginning of April and presented to PAC on April 13. The College's Fall 2015 goal for course success was set at 68% and we reached 66%. Carlos reminded the members to please register for the Planning Symposium on May 6 and to invite others who may be interested in attending.

III. Budget Update: Co-chair Storti distributed and discussed the 2016-17 Tentative Budget Assumptions. Fullerton's FTES target is projected to increase by 2% from 18,976 to 19,356. There was discussion in regards to fill rate and how it affects FTES. If fill rate is the same, we need to offer more classes to reach target FTES.

Adjustments to the starting operating allocation of $4.8M include a 0.47% COLA increase, which amounts to a $22,775 budget augmentation, and a 2% increase in FTES Target, which amounts to an increase of $96,000 to growth beyond extended day.

The proposed Restricted Lottery allocation for FC is budgeted as follows:
Restricted Lottery	$784,445
Instructional Equipment (IE)	$2,278,669 (based on FTES)
Scheduled Maintenance	$2,167,500.

Regarding the increases in the operating budget as a result of COLA and growth beyond extended day, Richard suggested three optional methods of allocating the amounts:

Option 1: The Staff Development Budget is currently supported with one-time carryover funds and a portion of the funds stated above may be allocated to institutionalize the Staff Development Budget.

Option 2: Due to the increase in departmental level expenses, a portion of the funds stated above may be allocated to department level operating budgets.

Option 3: A portion of the funds stated above may be allocated to support staffing, but the funding would only cover expenses for one to two positions.

IV. Total Cost of Ownership (TCO): Co-chair Storti reported that Fullerton College currently has a procedure in place to project and plan for the Total Cost of Ownership (TCO). The existing procedures and forms are available on the Fullerton College website under the VPAS link. Co-chair Storti requested that members review the College's current procedures and for purposes of assessing and suggesting improvement ideas as applicable.

On March 16, Melisa Hunt sent a request to the PBSC members to review the current TCO procedure and email any feedback or suggestions for improving the existing practice. Co-chair Storti requested the members reaffirm the College's current practice. All members unanimously approved the existing procedures. Changes were suggested related to the format of excel files used to project costs.

V. BUG Participant Selection Process: The PBSC developed a procedure named Building Design Approval Process which was approved by PAC and currently being considered for acceptance by the President. PAC members requested that the PBSC develop a procedure to determine how BUG (Building User Groups) participants are selected. Co-chair Storti drafted a process which was distributed to the PBSC members to review and provide feedback at the next meeting scheduled for May 4.

VI. Classified Staff Development Opportunities and Training: Dani Wilson, Dean of the Library, and Jeanne Costello, Staff Development Coordinator/Faculty attended the meeting to discuss training opportunities for classified professionals at Fullerton College. Staff Development (SD) offers opportunities for professional development for all educators on campus including, faculty, management, classified professionals, and students (as approved) through training available on campus in the TEC (Teaching Effectiveness Center) and supports attendance at professional conferences through funding approved by the Staff Development Committee (SDC). The SDC meets on the 2nd and 4th Thursday of each month to conduct business and approve Staff Development Travel Requests. The current approval rate is 90%. Requests must be submitted at least one month in advance of the conference start date.   Anyone approved for funding must also submit a dissemination plan to share their learning experiences with others. Instructions to request SD funding are available on the website at staffdev.fullcoll.edu. It was reported that approximately 20% of this year's budget of $75,000 has been allocated for use by classified professionals.

VII. Ongoing Funding – Staff Development: A discussion about the Staff Development budget resulted in a proposal to institutionalize the budget with on-going sources.

> **Recommendation to PAC:** Sam Foster made a motion to institutionalize the Staff Development budget. The motion was seconded by Rich Hartmann and unanimously approved by the members.

> **Recommendation to PAC:** Rich Hartmann made a motion to augment Department level budgets by $100,000 using carryover funds on an on-going basis to help address increased department level expenses as a result of increased enrollment and operating activities. The total increase will be allocated proportionally based on current department level budgets. The motion was seconded by Sam Foster and all members voted to approve the motion with the exception of one member who voted to remain neutral.

VIII. Non-instructional Equipment Funding Requests: This item was tabled for the next meeting.

IX. Other/General Discussion: None.

Meeting adjourned at 4:00 p.m.
Meeting Notes were taken and typed by Melisa Hunt.
Next Meeting: May 4, 2016