



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes May 4, 2016

APPROVED May 18, 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 Rep:** Niko Diehr; **Resource Members:** Terry Cox and Melisa Hunt; **Members Absent:** Tracy Thackrah, Adam Ascencio, and A.S. Alternate Taylor Gaetje.

The meeting commenced at 2:03 p.m.

I. Approval of Summary Meeting Notes: The April 20, 2016 Summary Meeting Notes were unanimously approved.

II. Planning Update: The campus Planning Symposium is scheduled for Friday, May 6, 2016 from 9 am – 12 pm with continental breakfast beginning at 8:45 am. The topics to be discussed include the Mission and Purpose of the College as well as components of Institutional Effectiveness (IE) and how we coordinate it campus-wide. The discussion on our Mission is important as it will include what is our work like every day to impact students, what do we do to connect to the College's Mission and Goals, and why are we here. Carlos reported that there are currently 60 people registered with representation across the constituency groups. The conversation will provide opportunities to brainstorm and gather IE information to help lead into the Fall Symposium. We have gaps in the IE process and this meeting will begin to address them and allow for decisions to be made as well as provide input to the ACCJC Steering Committee. Carlos suggested that the College's Strategic Planning efforts and the ACCJC Steering Committee work together on common efforts.

Student Rep Diehr suggested that through IE and goal setting efforts we may identify the things we should be doing. Dr. Storti stated what is important is for the PBSC to take what's identified in planning decisions and utilize the budget to fund approved items by linking the budget to planning. Priorities must be clear and those who make funding requests must be explicit in connecting to College Goals. Bev Pipkin stated the College needs to set up a plan for accountability and a discussion ensued on components of a proposed reporting process and consequences for any misuse of funds. A central clearinghouse is needed for data collection, analysis/assessment, tracking, reports, evaluation, and oversight. The IE Committee will need to have a clearly-defined charge on accountability and reporting.

III. Budget Update: PAC voted in favor of the two recommendations made by the PBSC and the next step is for PAC to take action on May 11:

1. Recommendation to institutionalize the Staff Development budget.
2. Recommendation 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.

Dr. Schulz moved in favor of the Building Design Approval Process (Approved by PAC on April 27, 2016). The PBSC members will discuss the BUG Participant Selection Process at today's meeting.

Dr. Storti provided a brief budget update that the state's economy appears to be stabilizing overall with the unemployment rate at 5.4%, but the COLA dropped from 0.47% to 0%. If the May Revise is released before our next meeting on May 18, it will be emailed to the members. Dr. Storti plans to attend the next Deans' Council meeting scheduled for May 17, 2016 to discuss and answer questions related to program review funding requests.

IV. BUG Participant Selection Process: The proposed BUG Participant Selection Process was emailed to the members following the last meeting for their review and feedback. The following changes were suggested:

1. Add "and department chairs" to the first line of the 3rd paragraph.
2. Add "(faculty, students, and staff)" after "constituency groups" in the 3rd paragraph.

Recommendation: Bev Pipkin made a motion to recommend PAC approve the BUG Participant Selection Process with the suggested changes added as discussed. The motion was seconded by Sam Foster and unanimously approved by the members. The recommendation will be presented to PAC at their next meeting on May 11.

V. Non-instructional Equipment Funding Requests: As part of the 2014-2015 Instructional Program Review Cycle process, the Division Offices submitted resource requests for non-instructional equipment items in their department's program reviews to pursue opportunities in outreach, research teaching innovations, and to provide supplemental instruction as written in their program reviews and endorsed by the Program Review Committee (PRC). Given the limitation of funding available at that time, not all resource requests endorsed by the PRC were recommended to PAC for funding by the PBSC. Dean Hartmann presented the opportunity at three Deans' Council meetings for all divisions to re-submit non-instructional equipment resource requests to the PBSC for funding consideration. Dean Hartmann distributed a handout outlining the plans on how to spend the funding over a three-year period as submitted by the Humanities and Natural Sciences Divisions. A summary of the requests submitted to the PBSC for consideration of funding over a three-year period include:

Division Office	Description of Resource Request	Amount per year	Total Amount over a 3-year period
Humanities	Foreign Language Embedded Tutoring Pilot Program in five sections of LANG 102 courses from Fall 2016 – Spring 2018	Year 1: \$10,000 Year 2: \$20,000 Year 3: \$10,000	\$40,000
Humanities	Development of new curriculum for Korean language courses during Fall 2016 – Spring 2017	Year 1: No Cost Year 2: No Cost Year 3: \$1,000	\$1,000
Natural Sciences	Earth Sciences Undergraduate Research Initiative (ESURI)	Year 1: \$27,244.80 Year 2: \$36,537.60 Year 3: \$45,830.40	\$109,613
Natural Sciences	Biology Research Opportunities for undergraduate science majors in BIOL 294, 296, and 298	Year 1: No Cost Year 2: \$41,000 Year 3: \$10,500	\$51,500
Natural Sciences	Chemistry: PUMP (Peer Undergraduate Mentoring Program)	Year 1: \$28,340 Year 2: \$28,340 Year 3: \$28,340	\$85,020
Natural Sciences	Chemistry: Science Boot Camps	Year 1: \$3,630 Year 2: \$3,630 Year 3: \$3,630	\$10,890
Natural Sciences	Chemistry: Expansion of Supplemental Instruction (SI) for CHEM 101, 107, 111A, 111B, and 201 courses	Year 1: \$10,052 Year 2: \$6,080 Year 3: \$6,080	\$22,212
Total Amount Requested:			\$320,122

Recommendation: Sam Foster made a motion to recommend PAC approve funding for the FY 2014-15 non-instructional equipment program review resource requests submitted by the Humanities Division and Natural Sciences Division in the amount listed in the schedule above. The motion was seconded by Cyndi Grein and unanimously approved by the members.

VI. Other/General Discussion: Dean Hartmann reported this is the last year the College will receive funding for the STEM grant and he supports the institutionalization of the STEM program. Due to a fixed budget, the committee discussed options to eliminate programs internally that are not successful in order to free up monies for other uses and options to augment revenues at Fullerton College by increasing facility rentals or offer Starbucks at the Bookstore. Student Rep Diehr distributed Resolution 006 in Support of Smaller Class Sizes which was approved by the Associated Students on April 12, 2016. Diehr stated Resolution 006 will be presented to PAC at their next meeting on May 11, 2016.

Meeting adjourned at 3:58 p.m.

Meeting Notes were taken and typed by Melisa Hunt.

Next Meeting: May 18, 2016