



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes September 2, 2015

APPROVED September 16, 2015

Members Present: Co-chair: Richard Storti, Carlos Ayon; **Management Reps:** Cyndi Grein, Rich Hartmann; **Faculty Rep:** Samuel Foster, Pete Snyder; **Classified Rep:** Bev Pipkin, Tracy Thackrah; **Student Rep:** Niko Diehr; **Guest:** Chris Lim (A.S. Treasurer).

Members Absent: Student Rep: Adam Ascencio.

Resource Members Present: Terry Cox and Melisa Hunt.

The meeting commenced at 2:05 p.m.

I. Introductions – New Members: Co-chair Storti welcomed the new members and introductions were made. Co-chair Storti asked Co-chair Ayon if it would be acceptable to move the Planning Update below Program Review Funding Requests to allow him to leave early to attend a Bond Oversight meeting. It was agreed. There were no new agenda items.

II. Approval of Summary Meeting Notes: The May 20, 2015 Summary Meeting Notes were approved.

III. PBSC Mission, Purpose, Guidelines: An overview of the mission, purpose and guidelines of PBSC were provided. It was explained by Co-chair Storti that the PBSC is a subcommittee of PAC and is a recommending body to make recommendations to PAC on planning matters, funding requests, and budget items for consideration, and to discuss budget items for planned funding. The PBSC makes recommendations to PAC. If PAC endorses a recommendation, the item goes to the President for consideration and acceptance. Planning drives budget and we identify needs, and if the needs are supported we may make a recommendation.

Co-chair Storti asked the members to read the PBSC's Mission, Purpose, and Guidelines handout and if they have a question to either contact him directly or ask collaboratively at the next meeting. Co-chair Ayon requested that any items related to planning be discussed at the meetings. Tracy Thackrah inquired as to the composition of PAC and Co-chair Storti responded that PAC is a shared governance council, the meetings are open to anyone, and they meet on the 2nd and 4th Wednesdays of each month at 2:00 p.m. in room 227.

IV. Approval of 2015-16 Meeting Schedule: The 2015-16 PBSC Meeting Schedule was approved and will be emailed to the members. If a meeting is canceled, an email giving advance notice will be sent.

V. Budget Update: A six-page handout documenting the 2015-16 Proposed Budget Assumptions for the District with allocations was distributed. Fullerton College exceeded their FTES Target for 14/15 of 18,046.44 with actual FTES of 19,146.55, capturing a growth of 6.10% or 1,100.11 FTES. One FTES (Full-Time Equivalent Student) is equivalent to 525 instructional hours.

Fullerton College was allocated a larger portion of Growth Funds. With a 2015-16 FTES Target of 18,976, the College has the demand for growth targeted at 5.16%, which is almost 1,000 FTES. Determining Target FTES is a collaborative effort.

VI. Bond Update: With the passage of Measure J, Fullerton College is in the process of updating the facilities list included in the Master Plan. It was explained that Fullerton College has hired the DLR Group to serve as campus architects. Open forums were held in the Spring to gather input from the campus and community stakeholders related to the planning process. The DLR Group is making a preliminary list of recommendations to be presented at two Open Forums to be scheduled this Fall. Additional input will be gathered before finalizing the facilities list.

VII. Instructional Equipment/Scheduled Maintenance: Over the next meetings, the PBSC will be tasked to recommend how to allocate the instructional equipment funds. Last year, PBSC allocated a large sum to fund instructional computers. Student computer labs house newer technology and the campus uses a food-chain replacement program to replace computers in labs with newer systems and the “food-chain” systems are assigned to faculty and staff.

Several faculty find the tools on Apple products useful in teaching and since base Apple products have become more affordable and in line with the cost of a base PC, guidelines are being developed that will allow faculty to replace their PC with a standard Apple product.

The District received \$19 million in one-time mandated cost funding from the State. The PBSC will discuss and provide a recommendation to PAC on how to allocate Fullerton College’s portion of the funding. Funds do not need to be spent in one year, so the committee may create a specific reserve account.

VIII. Program Review Funding Requests: The Program Review Committee has identified a number of funding requests to be considered for funding. The PBSC is charged with making a recommendation to PAC. Funding requests will be discussed at the next meeting on September 16.

IX. Planning Update: The Fullerton College Planning Symposium was held on August 11, 2015 and the Institutional Effectiveness Partnership Initiative (IEPI) was discussed. IEPI is a collaborative effort to help colleges and districts improve their fiscal and operational effectiveness and promote student success, while also reducing accreditation sanctions and audit findings. There are three components of the IEPI:

- 1) Framework of Indicators – A framework of indicators is developed to help establish college institutional effectiveness goals.
- 2) Partnership Resource Teams – The state provides teams to be available to colleges and districts to receive support on self-identified issues.
- 3) Professional Development – The California Community College system provides professional development opportunities to help colleges and districts increase the percentage of students to successfully complete their educational objectives.

An IEPI visit is similar to a mini accreditation visit where a team will visit the campus, identify any deficiencies in the organization, and make recommendations.

The State has asked campuses to set goals that represent institutional effectiveness. Planning should involve how we set goals locally, and we need to identify how we set our goals. There are 18 indicators involving aspirational goals and short-term goals. Indicators are based on scorecard data that are released in March, so we can set goals based on the new information. Then, time is needed to evaluate.

Goals are discussed at PAC and in subcommittees. Co-chair Ayon would like to see the PBSC involved in large-scale and strategic planning and setting goals, and if there are no objections, he will take the request to PAC. There were no objections.

X. Other/General Discussion: Due to a scheduled class conflict, Chris Lim will not be able to serve this year as an A.S. Rep, but he would like to continue attending meetings when his schedule permits.

Meeting adjourned at 3:29 p.m.

Meeting Notes were taken and typed by Melisa Hunt.

Next Meeting: September 16, 2015.