



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes September 7, 2016

APPROVED October 5, 2016

**Members Present: Co-Chairs:** Rod Garcia, Carlos Ayon; **Management Reps:** Cyndi Grein, Rich Hartmann; **Faculty Reps:** Josh Ashenmiller, Pete Snyder; **Classified Reps:** Summer Marquardt, Bev Pipkin; **Associated Students Rep:** Thu Nguyen; **Resource Members:** Gil Contreras, Melisa Hunt, Catalina Olmedo; **Members Absent:** Niko Diehr; **Guest:** Doug Benoit.

The meeting commenced at 2:03 p.m.

**I. Introductions:** Interim Vice President Rod Garcia introduced himself as the new co-chair, replacing Richard Storti who resigned from the college; the members and guest also introduced themselves. Rod welcomed the returning members and new members including Faculty Senate President-Elect Josh Ashenmiller, Classified Rep Summer Marquardt, Associated Students Rep Thu Nguyen as well as Resource Members Vice President of Student Services Gil Contreras and Interim Business Office Specialist Catalina Olmedo.

**II. Approval of Summary Meeting Notes:** The May 18, 2016 Summary Meeting Notes were unanimously approved.

**III. Meeting Schedule:** Rod reviewed the 2016-17 Planning & Budget Steering Committee (PBSC) Meeting Schedule approved at the last meeting on May 18, 2016.

**IV. Mission, Purpose, Guidelines:** Rod distributed the PBSC Mission, Purpose, and Guidelines and asked the members to read and review the document, and if there were any questions to please address them during the meeting when members are present. There were no questions.

**V. Planning Update:** Co-chair Carlos Ayon reminded the members of the importance of Institutional Effectiveness (IE) and reported that the Integrated Planning Manual is posted on the Office of Institutional Research and Planning (OIRP) website at [OIRP.fullcoll.edu](http://OIRP.fullcoll.edu) under "Planning".

Carlos also reported that the PBSC conducted a goal-setting process to develop IEPI goals. These goals were approved by the PAC (President's Advisory Council) and can be found on the OIRP website under the IEPI link. The College applied for a site visit from the Partnership Resource Team to evaluate its institutional effectiveness and hoped the team would visit in Fall 2016, but learned the visit will take place in Spring 2017. Josh Ashenmiller stated the College

may want to consider requesting an early spring visit since the accreditation team visits in Fall 2017.

Carlos reported that the Division Offices have submitted their Strategic Plan Updates for 2015-17. He also reported that Program Review Chair Jan Chadwick forwarded the 2015-16 Non-Instructional Program Review resource requests approved by PAC to be considered for funding by the PBSC.

**VI. Budget Update:** Co-chair Rod Garcia distributed a handout of the 2016-17 Proposed Budget Assumptions as of August 31, 2016, to be presented to the Board for their approval at the Board Meeting scheduled on September 13, 2016. He provided an overview of several budget components.

Since the federal government does not provide funding to colleges above FTES target, the District decided to be more conservative and dropped the College's 2016-17 FTES target from 2% to 1%, which reflects a Target Growth of 1.56%, a District Growth Cap of 2.68%, leaving an estimated \$1.8M on the table (loss of potential revenue).

The College's proposed on-going operating allocation is \$4.6M, which includes proposed growth beyond x-day of 1.56% cumulative, an adjustment for 4 new counselor/librarian backfill positions, a reduction for personnel changes and no proposed COLA. The College's Extended Day budget allocations were adjusted for changes for FTES increase and 39 new faculty, resulting in \$10,930,686 under the "new formula" versus \$10,648,668 under the "old formula". A workgroup was established to develop a new model, which resulted in the "new formula". Allocations for restricted lottery using P-2 FTES are budgeted at \$853K, and any increase will be added proportionately. Since some divisions use more instructional equipment money than others, co-chair Garcia has requested to revisit the current method to determine if monies can be distributed more effectively. In the past, the District allocated state-funded scheduled maintenance funds 50/50, but this year the Colleges were asked to supply a list of scheduled maintenance projects and provide a plan how to distribute the monies, and the District determined how funds were allocated. In addition, each college was allocated \$750,000 from local-funded District monies set aside to fund scheduled maintenance (not to be used for computer upgrades). In prior years, Instructional Equipment (IE) funds were allocated based on prior year FTES and this year the District allocated funds based on Target FTES. In prior years, Fullerton College has had large carryovers, and the District asked the College to reduce and spend down.

Regarding the unrestricted General Fund, Garcia reported that reserves were set aside to Capital Outlay Projects for computer replacements on approved replacement cycles. Regarding the proposed revenues for Non-Resident Tuition, the District takes \$1M off the top and budget costs the following year. There is no carryover or categorical funds included in the General Fund Budget Assumptions. The State has a specific line item for Part-time (PT) Faculty Office Hours/Benefits. The PT Faculty salary rate includes compensation for their office hours. There hasn't been a change in benefits for years and the chancellor's office has asked for changes. Pete said these items are becoming more of a contention with PT.

Resource Member Contreras asked how Prop 30 and Prop 55 factor into the budget. The November 8, 2016 ballot will include Prop 55, to extend Prop 30. Prop 30 officially titled “Temporary Taxes to Fund Education (2012) temporarily increases personal income taxes (retroactively over seven years from Jan. 2012 – Dec. 2018) on individuals with income over \$250K and couples over \$500K a year and establishes an increase in the state sales tax by 0.25% from 7.25% to 7.50% effective January 1, 2013 – December 31, 2016.” If Prop 55 passes, it will extend the personal income tax through 2030.

Member Ashenmiller asked what does the \$4.8M in operating allocation pay for. Co-chair Garcia responded that outside of salary and benefits, it pays for supplies and hourly wages. Regarding faculty positions, the District keeps track of surplus or loss when we add based on FON (Faculty Obligation Number). Regarding non-faculty positions, Summer Marquardt asked who is involved in the decision-making process when positions are added and deleted. Discussion ensued regarding transparency and notifications to CSEA.

**VII. Concept Paper for NSF ATE Grant:** Guest Dean Benoit presented a concept paper for an NSF ATE Grant related to Cyber security for consideration of approval (National Science Foundation – Advanced Technology Education). A discussion ensued and it was decided that Dean Benoit will present a more detailed, estimated budget at the next meeting on September 21. Anna Carlin is a new FC faculty member from Cal Poly who is working on this project in hopes to collaborate with high schools and target military veterans interested in cyber security.

**VIII. Campus-wide Shredding Service:** Dean Hartmann proposed that the campus consider contracting with a single vendor to provide a campus-wide shredding service rather than having individual departments enter into individual contracts with various vendors. Existing campus contracts are with Shred-It, Shredwise, and South Bay Document Destruction. Rod will research prospective vendors and provide a list with estimated costs and proposed logistics at our next meeting on September 21.

**IX. Other/General Discussion:** Co-chair Garcia will bring the following items to the next meeting:

1. Prioritized list on how to spend the remaining balance (about \$500K) of the original \$1M in IE Funds.
2. Scheduled Maintenance Projects List.
3. Costs and logistics of shredding services.

Meeting adjourned at 3:30 p.m.

Meeting Notes were taken and typed by Melisa Hunt

Next Meeting: September 21, 2016