



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes October 5, 2016

APPROVED October 19, 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.

The meeting commenced at 2:03 p.m.

**I. Approval of Summary Meeting Notes:** The September 7, 2016 Summary Meeting Notes were unanimously approved with minor corrections.

**II. Planning Update:** Carlos reported that the Council of Chairs meeting took place on Friday, September 23, 2016. Two items regarding planning were discussed: 1) The explicit inclusion of all categorically funding activities such as Student Equity, SSSP, and EOPS in the program review plans and resource requests, and 2) An issue that SAOs (Service Area Outcomes) and AUOs (Administrative Unit Outcomes) in eLumen do not map to larger outcomes providing services to students to reach educational goals. The Program Review Committee will discuss a solution and forward to Faculty Senate and then to PAC (President's Advisory Council). PAC called out to subgroups to solicit members for participation on a workgroup to revise the College's mission statement.

**III. Budget Update:** Rod reported the Board approved the 2016-17 Proposed Budget Assumptions on September 13, 2016 and the budget was rolled into BANNER that same week.

Pete asked what the impact would be if both Prop 51 and 55 do not pass. Rod responded that if Prop 55 does not pass, the State would be hindered and our District may be impaired, and it may put rural community colleges out of work. If Prop 51 does not pass, there is not a large significance to the college other than the two projects (300 and 500 buildings slated for renovation) where we would not receive the benefit from the 50/50 split in costs especially if building costs escalate. If it passes, the District can leverage about \$13M in State funds to help build the 300/500 buildings, but if it fails, we need to wait for two years. If it passes, the 300/500 buildings will be the first projects. If it doesn't pass, then the M&O and Parking Structure projects will move to the top of the priority list.

Rod reported that an EIR Study is being conducted for the Chapman Newell property with a small parking area.

**IV. Prioritized List – Instructional Equipment (IE) Funds:** Rod distributed a handout outlining last year's 15-16 allocation of \$1,224,099.00 in IE funds. This year, Fullerton College was allocated \$1M in one-time IE funds. Rod stated he would like to begin conversation at the PBSC to develop a plan to spend the monies. Rod has a meeting scheduled with Co Ho and Bob Morison from the FC ACT Dept. (Academic Computing Technology) to discuss their plans to spend the money allocated to them last year and to identify their needs for one-time funding this year.

Dean Hartmann reported that VP Nunez asked the deans to submit a list of their IE needs to his office and that list would be forwarded to the Office of the VP of Administrative Services (VPAS). Rod has not received a copy of that list. Hartmann also stated deans were told to ask for IE funds from the following: 1) Pot of money to be allocated, 2) Program Review funding requests, and 3) Annual Program Review Update Form by submission deadline of Nov. 1.

Per Pete's inquiry, Rod reported that FC submitted a prioritized list of needs to the District Chancellor's Office and that list was used to determine FC's \$1M allocation for 16/17. The State used to allocate IE and scheduled maintenance funds separately, but now they are provided in one pot of money and the District determines how funds are allocated to the campuses. This year, IE was based on FTES and scheduled maintenance was split 50/50.

Rod also distributed a handout titled "FC Scheduled Maintenance Plan 2016-2021" which outlines the project locations, types, scope, priority, and estimated costs for 16/17 totaling \$3,210,000. Although the estimated costs exceed the available funding, some projects such as HVAC will not be completed if the state bond passes. Certain projects to upgrade systems or replace roofing will be renovated under the bond project, which will free up those funds for other uses. For example, if the State bond passes, related maintenance to the 300/500 buildings will be removed from the list and included in the bond project.

**V. Scheduled Maintenance Projects List:** Rod provided research completed by Catalina Olmedo that Fullerton College spends an estimated \$3,039.00 campus-wide on shredding services. Rod would like to make a recommendation to institutionalize the shredding service expenses and keep separate POs by each department and complete budget transfers at the end of the year. It was decided that Dean Hartmann will present the proposed recommendation to Deans' Council and determine who currently has an open PO for services, who is their contracted vendor for services, and who is interested in obtaining shredding services in their area.

**VII. Non-Instructional Program Review Funding:** Rod stated that he will contact the District to determine if one-time funds are available before the PBSC makes a recommendation to fund non-instructional resource requests. He is monitoring the extended day budget and will discuss it at a future meeting.

Gil reported that he has been reviewing the budget and student services staffing and is focusing on the health and safety of our campus and believes we have some exposure. He plans to propose that we add funding for additional staff to the budget.

**VIII. \$100K Budget Augmentation:** Issues with monetary funding come up in discussions within the divisions and they don't always fit into existing budget categories, and that is why the deans had a discussion at Deans' Council in spring 2016 and as a result asked that Dean Hartmann make a proposal to the PBSC for consideration of being allocated discretionary monies. The result was the PBSC recommendation to augment the department level budgets by \$100,000. However, the original intent of the 12 deans was to augment the "instructional division level" and not the "department level" budgets. When Richard Storti presented the recommendation to PAC, it was interpreted to augment "all department level budgets on campus" and that was not the original intent when it was presented to the PBSC by Dean Hartmann. The PBSC discussed the request and the members present at the time the recommendation was presented by Dean Hartmann for approval by the PBSC agreed that the intended meaning was for the instructional divisions and not all campus departmental budgets. Rod stated that we as a recommending body do not want to set a precedent to rescind a recommendation so he proposed that we propose an amendment.

Bev Pipkin made a motion, 2<sup>nd</sup> by Pete Snyder – to move to rescind the original recommendation that was mistakenly interpreted to read: "Departments when meant Divisions." The members did not vote because Rod decided that he would write a recommendation to amend and would either email the group for approval before next week's PAC meeting or wait to present for approval at the next PBSC meeting.

Dean Hartmann raised a safety concern his faculty have experienced with the window blinds in their offices during the evening hours. Due to a Risk Assessment Study conducted on campus Rod reported that it was determined that the cost to replace blinds in faculty offices will be covered from a budget source other than the division's budget in order to provide accurate window coverage and protection so that they are not compromised in the evening hours.

**IX. Funding for One-time/Ongoing Expenses:** Dean Hartmann stated this item was covered in agenda item VIII.

**X. STEM Director/Center:** Rich Hartmann notified co-chair Garcia to remove this item from the agenda before the meeting began.

**XI: Other/General Discussion:** None.

Meeting adjourned at 3:05 p.m.

Meeting Notes were taken and typed by Melisa Hunt

Next Meeting: October 19, 2016