



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes November 2, 2016

APPROVED on November 16, 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; **Student Reps:** Niko Diehr; **Resource Members:** Gil Contreras, Melisa Hunt, Catalina Olmedo; **Members Absent:** None.

The meeting commenced at 2:04 p.m.

I. Approval of Summary Meeting Notes: The October 19, 2016 Summary Meeting Notes were unanimously approved.

II. Planning Update: Carlos reported that PAC approved the PBSC's recommendation to amend the original approved recommendation of a one-time \$100K budget augmentation to be allocated proportionally to the division level operating budgets. The recommendation is under consideration for acceptance by President Schulz.

In regards to the Mission Revision Workgroup composition, Carlos reported that a call-out was sent to each constituency group requesting the names of two members plus an alternate. Once the group is formed, the meeting schedule will be made public.

The Institutional Effectiveness report for this year will be shared with the Board by the end of November and presented to the PBSC as an informational item at the next meeting.

III. Budget Update: Rod reported that in regards to the Facilities Master Plan and EIR Study, the College has been working with consultants from Dudek and an EIR Scoping Meeting is scheduled for Thursday, November 17 from 6:00 pm to 7:30 pm in rooms 224-228. A letter will go out this Friday to the community within a 1-mile radius of the college. All campus constituency groups are invited to attend and provide comments, feedback, and concerns.

The College has met with a company called Psomas to discuss Utility Mapping and Infrastructure Planning and they will provide their report in January, 2017. This company will determine the structural soundness of the underground tunnels by diagnosing the condition of the concrete tunnels and potential deterioration using a laser scanning device.

Pete asked for the status of the District-wide System Network Refresh. The Chancellor has invited the campus to provide feedback at public meetings scheduled at the three campuses

which will be led by District Director of Information Services Deborah Ludford. The District originally presented a cost estimate of \$12M for this project, but current projections put the cost over \$20M. Rod stated the project will take about 1 ½ - 2 years to switch over to the new software/hardware system. Last year, the District received \$20M for mandated claims and the network system refresh was given \$12M of that money. There is an agenda item cost just over \$20M for the district-wide project.

Rod reported that the hiring committee for the Campus Capital Projects Manager position will meet on Monday, November 7 to determine screening questions and set interview dates.

In regards to Facilities Planning, Rod met with the DLR Group for a project update and if Proposition 51 passes on the November ballot, then the 300/500 Building will be moved forward. Regardless if the proposition passes, the M&O Building and Parking Structure will move forward. If Prop 51 passes, then the order of projects will be:

1. M&O Building – New construction
2. Centennial Parking Structure – New construction
3. 300/500 Building Renovation (50/50 between the District and State)
4. Instructional Building – New construction

If the Prop 51 does not pass, the order of projects will be:

1. M&O Building
2. Instructional Building
3. Stem/Horticulture/Lab School

In order to plan for swing space, we need to have other projects completed first before the Welcome Center and Performing Arts Complex commence. Before construction can begin on the Centennial Parking Structure and M&O Building, a Design Building planning cycle will take place where user groups will be formed and Rod will provide ongoing construction updates.

Concerns have been raised that once construction begins, available staff parking will decrease. Rod stated that the college is planning to alleviate this issue by designating areas in the existing 4-story parking area for staff, and once the new Centennial Parking Structure is completed, additional stalls will be marked for “staff parking only”. In the past, off-site parking at Carter Bowl located north of the 91 Fwy was used and shuttles were provided for faculty and staff. Current options include the parking lot located adjacent to the Angelo’s and Vinci’s Restaurant and the parking structure located at the Fullerton Train Station between Harbor and Lemon. It should be noted that staff parking will be recaptured once the Welcome Center is built.

Rod provided a copy of the audit report identifying the net pension liability for CalPERS and CalSTRS and how a decrease of 1% (discount rate) affects our liability. For PERS, if the current discount rate of 7.50% decreases by 1%, the district liability of \$46M almost doubles to \$81M. For STRS, if the current discount rate of 7.60% decreases by 1%, the district liability of \$92M increases to \$144M.

IV. Allocation of FY 16-17 Instructional Equipment (IE) Funds: Rod reported that he met with VPI Nunez and Dr. Nunez told has not accumulated all of the IE items from the divisions so this

item is tabled for a future meeting. Rod proposed to allocate \$200,000 for miscellaneous items, \$300,000 for computer replacements, and \$500,000 in available funding for IE items. Physical Education Dean Grossman informed Rod of an equipment failure requiring immediate repair, so funding was approved for this item.

V. Campus-wide Shredding Service: Rod distributed two handouts, one which identifies the FC Purchase Orders for shredding services in FY 15-16 and the other which identifies the same FC POs by vendor (either Shred-It or South Bay Document Destruction). Rich Hartmann presented a handout including feedback from the deans at the last Deans' Council meeting on November 2, 2016. A total of 19 bins with a 64-gallon capacity have been requested campus-wide to include a monthly pick-up service. It was suggested to add the 100-Building to the list.

VI. Non-Instructional Program Review Funding Requests: Rod reported that one-time funding for this allocation has yet to be identified. It was decided to review the list in its entirety and identify what requests we would approve to fund at the next meeting. Melisa will order a laptop/projector combo. All computer-related funding request needs should be communicated to Bob and Co so that needs can be identified and met or at least not overlooked due to this process.

The Program Review Self Study is an assessment of a program's funding needs whether one can cover their funding needs or not. Bev stated that the "Potential Funding" column was used to identify funding sources, which may include one's own budget if funds were earmarked for that purpose and it was never intended that we tell them how to spend their money. The Program Review Committee (PRC) implemented the "Type" column in order to describe the type of need to the readers/reviewers. For requests that require additional information to be considered for funding by the PBSC, it was decided to make a list and request the self-studies. Josh stated that the PRC trusted the review process and noted each self-study is read by four people. What the PRC didn't know was the dollar amount to allocate and trusted the PBSC to recommend funding. The PBSC was given authority to make a decision to fund the one-time funding requests or not. Rod's goal would be that the District provides Fullerton College with \$500K in one-time funding for these requests.

It was suggested that the campus rethink outreach on a global platform and Gil clarified the difference between outreach and awareness. The District is moving forward with a districtwide copier agreement with Toshiba. Dean Willoughby was authorized to carryover monies until he was able to purchase a replacement copier for his division.

VII: Other/General Discussion: Niko reported that A.S. Student Rep Thu Nguyen submitted her resignation from the PBSC effective today, November 2, 2016. He will keep the committee informed during the search for a replacement and alternate left vacant since the start of the semester.

Meeting adjourned at 3:06 p.m.

Meeting Notes were taken and typed by Melisa Hunt

Next Meeting: November 16, 2016