



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes November 16, 2016

APPROVED February 1, 2017

Members Present: Co-Chairs: Carlos Ayon; **Management Reps:** Rich Hartmann; **Faculty Reps:** Josh Ashenmiller, Pete Snyder; **Classified Reps:** Summer Marquardt, Bev Pipkin; **Student Reps:** Niko Diehr; **Resource Members:** Melisa Hunt, Catalina Olmedo; **Members Absent:** Rod Garcia, Cyndi Grein.

The meeting commenced at 2:07 p.m.

I. Approval of Summary Meeting Notes: The November 2, 2016 Summary Meeting Notes were unanimously approved.

II. Planning Update: Carlos reported that the Institutional Effectiveness (IE) report is now available at the OIRP website at OIRP.fullcoll.edu and found under the heading Annual Reports. It will be shared with the Board at the November 22, 2016 board meeting. The IEPI Partnership Resource Team's (PRT) first visit of three is tentatively scheduled for February or March. The team will evaluate our coordination of IE on a large scope in spring 2017 through a series of three site visits, so the campus is preparing critical documents for their visit.

Pete asked how we can organize our teams to be prepared to answer their questions. Carlos replied that both the PBSC and PRC groups will be involved in the process. Faculty has had IREC and that should be voiced when they arrive to review the entire planning process. Some other groups that will be involved in the IEPI 1-day PRT visit include Faculty Senate, Deans, Managers, and students. The team will gather information through discussions with groups and responses will be compiled in a report that we may utilize to help prepare for accreditation. The team will return six weeks later to build an Improvement Plan, which may provide opportunities to apply for grants. The final/third visit will occur in fall 2017 or spring 2018.

The Mission Statement Workgroup has been formed and the first meeting is today, November 16, in room 227. All meetings are open to anyone interested in attending.

III. Budget Update: Carlos reminded the group that the College has been working with consultants from Dudek and an EIR Scoping Meeting is scheduled for tomorrow, Thursday, November 17 from 6:00 pm to 7:30 pm in rooms 224-228. All campus constituency groups and community members are invited to attend and provide comments, feedback, and concerns.

IV. Amendment to \$100K Budget Augmentation Recommendation: Carlos reported that President Schulz accepted 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.

V. Campus-wide Shredding Service: Tabled.

VI. Non-Instructional Program Review Funding Requests: Carlos led a review and discussion of the 2015-16 Non-Instructional Program Review Funding Requests presented in two parts, with the first being the review of 48 Administrative and Operational Services (AOS) requests followed by 78 Student Support Services (SSS) requests. Since Rod was absent from today's meeting and he possesses essential knowledge related to some requests, a few items were deferred to him with the plan that he would provide explanations via email or at the next meeting on December 7. The members were able to review all AOS requests and all but 10 SSS requests. The PBSC identified all computer-related funding requests that should be communicated to Bob Morison and Co Ho of ACT (Academic Computing Technology) so those needs can be identified and met through the computer replacement process. Some funding requests required the members to access the original program review self-study found on the campus' website in order to identify specific details related to the request in order to make an educated and proper decision.

VII: Other/General Discussion: None.

Meeting adjourned at 3:58 p.m.

Meeting Notes were taken and typed by Melisa Hunt

Next Meeting: December 7, 2016