



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes October 3, 2018

APPROVED October 17, 2018

Members Present: Co-Chairs: Rod Garcia, Carlos Ayon; **Management Reps:** Cyndi Grein, Richard Hartmann; **Faculty Reps:** Josh Ashenmiller, Kim Orlijan; **Classified Reps:** Nichole Crockrom, Monica Hagmaier; **Student Rep:** Hannah Avalos; **Resource Members:** Melisa McLellan, Catalina Olmedo.

The meeting commenced at 2:05 p.m.

I. Welcome New Member: Co-chair Garcia welcomed new student representative Hannah Avalos to the committee. Garcia introduced himself followed by committee member introductions.

II. Approval of Meeting Notes: The September 5, 2018 Summary Meeting Notes were unanimously approved by a motion from Rich Hartmann, seconded by Nichole Crockrom; all were in favor.

III. Planning Update: Co-chair Ayon distributed a flyer announcing the upcoming College Goals Forum on October 29, 2018 from 2 pm – 4 pm in room 224, sponsored by the Institutional Integrity Committee to gather feedback on proposed college goals for the College Strategic Plan. He asked those interested to RSVP to Emma Hangué at IE@fullcoll.edu by October 22.

IV. Budget Update: Co-chair Garcia distributed a PowerPoint handout entitled “2018-19 Proposed Budget” that Vice Chancellor Fred Williams and District Director Kashu Vyas presented to the Board of Trustees at their meeting on September 11, 2018. Rod went through the handout and discussed the highlights, mostly related to the new funding formula SCFF (Student Centered Funding Formula) that replaces the old formula SB361. Rod noted on Page 2 that a consulting firm was hired to compare the funding using the old and new formula and to do that they used 2016-17 figures and the result was a difference of \$8.4M more funding under the new model. The new funding model consists of three parts (pockets of money to be allocated) and will be implemented over a three-year phase-in period as follows:

	<u>Yr 1</u>	<u>Yr 2</u>	<u>Yr 3</u>
1) Base Allocation:	70%	65%	60%
2) Supplemental Allocation:	20%	20%	20%
3) Student Success Allocation:	10%	15%	20%

In order to capture student success funding, Admissions & Records and Counseling are teaming up to assist in identifying ways to help students in order to increase our numbers. Rod also

stated there is a link to the District's budget information, including the 2018-19 Proposed Budget and Financial Report, at the PBSC website. The link is <https://vpas.fullcoll.edu/pbsc/>.

V. Recommendation to PAC - Building User Group (BUG) Procedures: Faculty Senate approved the revised Building User Group (BUG) Procedures. Cyndi Grein made a motion to recommend to PAC to approve the two revised BUG Procedures, namely the "Participant Selection Process" (formerly approved by PAC on 5/11/16) and "Building Design Approval Process" (formerly approved by PAC on 4/27/16). The motion was seconded by Rich Hartmann and unanimously approved by all members.

VI. Program Review – Instructional Resource Requests: The Program Review Committee (PRC) chaired by Kelly Robertson completed their review of the 2017-18 Instructional Program Review Self Studies and forwarded their Summary Report and list of 203 resource requests (of which 10 were not endorsed by the PRC) totaling over \$6.9M to the Faculty Senate for their approval. Faculty Senate approved the requests and Co-chair Garcia distributed both the Summary Report and request list to the PBSC for analysis with the intent to recommend to PAC to allocate funding in the amount not to exceed \$376,000. Rod earmarked \$200,000 from that pot of money to ACT to fund the annual computer replacement program and \$300,000 from carryover making \$500,000 available to fund computer-related requests. Rod is adding \$200,000 from carryover to the remaining \$176,000 (restricted use for Instructional Equipment only) making \$376,000 available to allocate by the PBSC. Once the PBSC endorses the requests, Rod is going to speak to the deans and request a prioritized list to help the PBSC allocate the funding.

There are certain restrictions the PBSC imposes when considering approval to fund resource requests. For example, the PBSC can only recommend funding for items requiring one-time monies. Other restrictions include: The funding may not be used for on-going purposes, monies may not be used to pay full-time/permanent employee salaries, capital projects or facilities work may not be considered, especially if funded by a bond or work can be done in-house, and if the dollar amount is over the amount of available funding, it cannot be considered, unless the committee decides to fund a portion of a particular request. Also, if there is another funding source available such as a grant, campus computer replacement program through ACT or Instructional Equipment funds, the PBSC will confirm that with the deans or ACT before removing items from the list.

The committee completed their first review of each resource request based on the information contained in the spreadsheet forwarded by the PRC chair, however, it was determined that more detailed information as to the exact category (such as personnel, facilities, equipment, supplies, computer hardware, software, training, or other) and dollar amount breakdown per request was needed for 22 items. Melisa will contact Kelly Robertson to obtain the original self-studies and forward the relevant pages for the Strategic Action Plan/Resource Requests pertaining to those selected for further detailed review.

VII. Other/General Discussion: None.

Meeting adjourned at 3:38 p.m.

Meeting Notes taken by Melisa McLellan

Next Meeting: October 17, 2018