



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes October 17, 2018

APPROVED November 7, 2018

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

The meeting commenced at 2:10 p.m.

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

II. Approval of Meeting Notes: The October 3, 2018 Summary Meeting Notes were unanimously approved by a motion from Rich Hartmann, seconded by Kim Orlijan; all were in favor.

III. Planning Update: Due to Co-chair Ayon's absence, there was no report.

IV. Budget Update: Co-chair Garcia stated there were no updates to report.

V. Recommendation to PAC - Building User Group (BUG) Procedures: The revised BUG procedures were presented to PAC at their meeting on October 10, 2018. At the PAC meeting, Dean Willoughby stated he was not aware that revisions were being presented for approval and that he didn't have time to review the updates. Dean Willoughby asked for time to present the revisions to his constituent group for review and comment. Rod stated that the PBSC has representatives from each constituent groups and part of their responsibility is to forward updates to their group so he apologized that there was a lack of communication and he would remind the PBSC members to share reports with their groups. Rod will report back with any new developments.

VI. Program Review – Instructional Resource Requests: Rod reported that Melisa emailed the excerpts from the selected self-studies related to the resource requests that the PBSC identified for further review. With the excerpts readily available for view on a projector screen, Rod led a discussion one by one on the following 22 resource requests to clear up any concerns the committee had with considering the requests for funding:

- 28 – Fine Arts, Art – To remain on list and be considered for funding.
- 34 – Fine Arts, Art – To remain on list and be considered for funding.
- 49 – Fine Arts, Theatre – To be removed and not considered for funding.
- 61 – Humanities – Foreign Lang – Reduce amount to \$44,000 for one year and remain on list and be considered for funding.
- 70 – Math & Comp Sci, Math – Reduce amount to \$5,853 for one year and remain on the list to be considered for funding.
- 71– Math & Comp Sci, Math – To be removed and not considered for funding as other funding source is available.
- 72– Math & Comp Sci, Math - To be removed and not considered for funding as other funding source is available.
- 92 – Natural Sci, Biology – Reduce amount to \$60,000 and remain on the list to be considered for funding.
- 100 – Natural Sci, Chemistry – To remain on list and be considered for funding.
- 102– Natural Sci, Chemistry – To remain on list and be considered for funding.
- 110– Natural Sci, Earth Sciences – To be removed since area will become campus green space.
- 140 – Soc Sci, Ethnic Studies – Reduce to \$30,000 and remain on the list to be considered for funding.
- 162 – Tech/Eng, Auto – Keep on the list and Rod will confer with Dean Starkman.
- 164– Tech/Eng, Construction – To be removed because the department can request use of the campus' facilities trucks or request deliveries to the campus by contracted vendors.
- 167– Tech/Eng, Construction – Keep on the list and Rod will confer with Dean Starkman.
- 174– Tech/Eng, CRTV (Cinema, Radio, TV) – Keep on the list and Rod will confer with Dean Starkman.
- 179– Tech/Eng, Engineering – Keep on the list and Rod will confer with Dean Starkman.
- 180– Tech/Eng, Engineering – Keep on the list and Rod will confer with Dean Starkman.
- 192– Tech/Eng, Journalism – Keep on the list and Rod will confer with Dean Starkman.
- 194– Tech/Eng, Manufacturing – Keep on the list and Rod will confer with Dean Starkman.
- 198– Tech/Eng, Photography – Keep on the list and Rod will confer with Dean Starkman.
- 202– Tech/Eng, Printing Technology – Keep on the list and Rod will confer with Dean Starkman.

After the review was completed, the committee unanimously determined that of the twenty-two (22) items listed above under discussion, five (5) of the above requests will be removed as other funding is available, four (4) were reduced to reflect one-time funding for one year rather than the three years originally requested, four (4) will remain on the list and the full amount will be considered, and Rod will speak with Dean Starkman on the remaining nine (9) items.

With regard to the newly-revised list, Rod will speak individually with each campus dean to determine if alternative funding sources are available for any of the resources requested by their division. After removing any requests determined to have other funding sources, Rod will ask the deans to provide a prioritized list that the PBSC will use to allocate funding at their next meeting. To be equitable, Rod's goal is to provide some funding to each division.

VII. Other/General Discussion: Rod reported that his assistant/PBSC recorder Melisa McLellan will be going on vacation for several weeks beginning October 22, and he asked everyone to please email Rod directly until she returns on November 13. He also reported that Ericka Adakai will take the meeting notes at the next meeting on November 7, 2018.

Meeting adjourned at 3:00 p.m.
Meeting Notes taken by Melisa McLellan
Next Meeting: November 7, 2018