



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes

September 18, 2019

APPROVED on October 2, 2019

Members Present: **Co-Chairs:** Rod Garcia, Joseph Ramirez; **Management Reps:** Richard Hartmann, Cyndi Grein; **Faculty Reps:** Joshua Ashenmiller, Kim Orlijan; **Classified Reps:** Nichole Crockrom, Monica Hagmaier; **Student Reps:** None; **Resource Members:** Gil Contreras, Melisa McLellan.

The meeting commenced at 2:06 p.m.

I. Approval of Meeting Notes: The September 4, 2019 Summary Meeting Notes were unanimously approved by a motion from Rich Hartmann and seconded by Nichole Crockrom; all were in favor.

II. Planning Update: Co-chair Ramirez reported that September 30 and October 3 have been confirmed for the open hours with the contracted consulting team to share and listen to the campus needs and contribute to the brainstorming efforts to update the Educational Master Plan. Two blocks of time have been proposed for each day from 10 am – 1 pm and 4 – 8 pm.

III. Budget Update: Co-chair Garcia reported that the board approved the proposed District Budget at the board meeting on September 10, 2019, and the budgets have been rolled into BANNER. The 2019-2020 NOCCCD Proposed Budget & Financial Report Budget Book is posted at the website: https://www.nocccd.edu/files/2019-2020-proposed-budget-for-web_18416.pdf If you would like a hardcopy, please contact Rod Garcia.

IV. 2018-19 Non-Instructional Program Review Resource Requests: Rod distributed an updated 2018-19 Non-Instructional Resource Requests list totaling \$452,880. At the last PBSC meeting on September 4, 2019, the committee requested a copy of the Distance Education Program Review to read the details of the request for Line Item #24 described as “CA C.C. Online Education Initiative” for \$49,420. The report was emailed to the members prior to today’s meeting, and Rod reported that the item described as “2019-20 fee for online Canvas support” was paid for by the State of California, so the item was removed from consideration. During Rod’s research, he discovered that there was an adding error in the original Natural Science Program Review Report and Line Item #74 for Equipment was understated by \$1,000, so the distributed list has been updated to total \$102,000 rather than \$101,000. Another update was made to Line Item #110 to increase the academic tutoring in the Veterans Center from \$15,000 to \$20,000. Lastly, after reviewing a current bid, the Campus Safety Vehicle at Line Item #13 was increased from \$35,000 to \$41,110. The complete list is noted below:

2018-19 Non-Instructional Program Review Resource Requests			
Item	Office/Program	Item Description	Approved
1	Bursar's Office	Chairs, Work Stations	\$ 55,000
2	Bursar's Office	Vault Equipment & Currency Counting Machine	\$ 20,000
3	Campus Safety	Campus Safety Vehicle	\$ 41,110
4	Campus Safety	Dual Radio/Emergency System	\$ 6,000
5	Foster Youth Success Program	Outreach Materials & Office Supplies	\$ 5,500
6	Foster Youth Success Program	Hospitality Funding	\$ 2,000
7	Foster Youth Success Program	Computer Hardware	\$ 8,000
8	Foster Youth Success Program	Training	\$ 1,000
9	Health Services	Mental Health Supplies	\$ 19,500
10	Health Services	Training -Mental Health	\$ 12,500
11	Health Services	Computer Hardware/Software	\$ 8,000
12	Library	Database Subscriptions	\$ 15,000
13	Library	Equipment	\$ 1,750
14	Library	Supplies	\$ 7,125
15	Library LRISPS Office	Equipment	\$ 1,875
16	Library LRISPS Office	Supplies	\$ 7,000
17	Library/LRISPS Office	(2) Student Workers (\$10,000)	\$ 10,000
18	Mailroom-Production Center	Part-time hourly (\$15/hr. x 4 hrs/day x 4 days/wk.	\$ 7,680
19	Math & Comp Sci Div Ofc	Prof. Dev. Train.	\$ 10,000
20	Math & Comp Sci Div Ofc	Computer Hardware	\$ 5,000
21	Mindful Growth Initiative	Hourly Clerical Support	\$ 6,840
22	Mindful Growth Initiative	Books, Bookcases, Cabinet	\$ 4,000
23	Mindful Growth Initiative	Staff/Faculty Training	\$ 6,000
24	Natural Sci Division Office	Equipment	\$102,000
25	Ofc Institutional Effectiveness	Supplies	\$ 5,000
26	Ofc Institutional Effectiveness	Research Funding	\$ 30,000
27	Social Sciences Div Office	Technology & Equipment	\$ 3,500
28	Staff Development	Personnel Hires	\$ 10,000
29	Tech & Engineering Div Ofc	Pre-Press Illustration	\$ 1,500
30	Umoja	Supplies	\$ 15,000
31	Umoja	Computer Software	\$ 5,000
32	Veteran's Resource Center	Academic Tutors Hourly: \$30,000)	\$ 20,000

Total Funding: \$452,880

Recommendation to PAC – 2018-19 Program Review Resource Requests: With \$500,000 earmarked in available funding, Rod presented the updated list totaling \$452,880 to consider for funding. Kim Orlijan made a motion to recommend to PAC to approve funding for the 2018-19 Non-Instructional Program Review Resource Requests in the total amount not to exceed \$452,880 effective fiscal year 2019-2020. The remaining balance of \$47,120 will be used to fund contingencies throughout the year. The motion was seconded by Cyndi Grein and unanimously approved by all members.

Instructional Equipment: Fullerton College was allocated \$182,022 in funding to support allowable Instructional Equipment (IE) purchases. Vice President Rodrigo Garcia began by compiling a list from the unfunded resource requests from the 2017-18 Instructional Program Review Cycle. The 2018-19 Annual Program Review Updates were also considered as input to this analysis. Each Division was then given the opportunity to provide a prioritized list that was later discussed in Deans' Council. Two items were updated since the last meeting. Fine Arts item # 44 was decreased from \$50,000 to \$30,000 because ACT is covering \$20,000 from the Computer Replacement Program. Tech and Engineering item # 171 for Cosmetology totaling \$48,500 was removed as another funding source was provided. The final summary consisted of 11 items totaling \$179,445 as noted below:

Instructional Equipment Requests				
Req #	Division	Department	Description of request	Approved
11	Bus & CIS	CIS	Classroom technology; Computer Hardware/Software & Cabinets	8,000
27	Fine Arts	Art	Furniture for drawing and painting (rooms: 1015; 1021; 1023; 1028)	25,000
44	Fine Arts	Music	Equipment, supplies, computer software & hardware	30,000
76	Math and Comp Sci	Mathematics	Upgrade 4 demo stations to provide more consistency in their operation, along with better Wi-Fi support for classrooms	30,000
90	Nat Sci	APM	1 Audiometer	4,000
102	Nat Sci	Chemistry	Support for the Chemistry Department Laboratories and Chemical Stockroom	30,000
88	Nat Sci	APM	Table-top Autoclave	22,000
183	Tech Eng	Fashion	Equipment: Ironing Board Table, Vacuum Motor, Garmet and Iron Rest Trays, Hose and Cord Minder (for irons)	3,792
184	Tech Eng	Fashion	Equipment; Sewing Machines; thread sergers; and bobbin cases	8,653
186	Tech Eng	Fashion	Equipment: Overedge Machine	3,000
141	Soc Sci	Geography	Instructional lab equipment	15,000
				\$ 179,445

Recommendation to PAC – Instructional Equipment: Rich Hartmann made a motion to recommend to PAC to approve funding for the 2019 Instructional Equipment funding in the total amount not to exceed \$179,445 effective fiscal year 2019-2020. The remaining balance of \$2,577 will be used to fund contingencies throughout the year. The motion was seconded by Kim Orlijan and unanimously approved by all members.

Lottery Funding: Fullerton College was allocated lottery funds for fiscal year 2019-20, and it was determined to combine those funds with designated Lottery Carryover Funds in order to fund allowable Instructional Materials per Ed Code Section 60010 (h):

“Instructional Materials” means all materials that are designed for use by pupils and their teachers as a learning resource and help pupils to acquire facts, skills, or opinions or to develop cognitive processes. Instructional materials may be printed or non-printed, and may include textbooks, technology-based materials, other educational materials, and tests.

Each Dean was given the opportunity to provide a list of requests for discussion at Deans' Council. Additionally, Deans were given the stipulation that anything requested must be spent during FY 2019-20. Vice President Rodrigo Garcia was provided with a final summary of detailed requests totaling \$762,896 that was approved in the Deans' Council meeting on September 17, 2019. The final summary below consists of **237 requests totaling \$762,896**:

Lottery Fund Requests - Fall 2019	
Deans' Council: September 17, 2019 (REVISED)	
Division	Cost
BUS & CIS Subtotal (2 requests)	\$ 3,000
COUNSELING Subtotal (7 requests)	\$ 68,388
FINE ARTS Subtotal (53 requests)	\$ 183,164
LLRISPS Subtotal (4 requests)	\$ 85,000
MATH & CS Subtotal (6 requests)	\$ 60,725
NATURAL SCIENCES Subtotal (37 requests)	\$ 33,257
PHYSICAL EDUCATION Subtotal (110 requests)	\$ 210,870
SOCIAL SCIENCES Subtotal (2 requests)	\$ 5,532
STUDENT SUPPORT SERVICES (5 requests)	\$ 2,960
TECH & ENGINEERING Subtotal (11 requests)	\$ 110,000
GRAND TOTAL (237 requests):	\$ 762,896

Recommendation to PAC – Lottery Funds: Rich Hartmann made a motion to recommend to PAC to approve funding for the 2019-20 Lottery Funding in the total amount not to exceed \$762,896 effective FY 2019-20, with the stipulation that all items are to be purchased during fiscal year 2019-20. The motion was seconded by Kim Orlijan and unanimously approved by all members.

V. Other / General Discussion: Rod reported that a Task Force is being developed to review AB-19 and make recommendations on other potential funding uses for the available funding to the PBSC and then to PAC by October 23, 2019. Rod stated that he and Joe Ramirez are co-chairs and Dean Gamboa was selected to serve. He requested that the two PBSC Classified Reps Monica Hagmaier and Nichole Crockrom join the group and they agreed to speak with their supervisors and get back with Rod. Items to consider are what are other institutions doing with the AB-19 funds, what are the positive uses and limitations we have encountered in funding besides tuition, book rentals and support for Financial Aid staff. He stated that the budget for that component of AB-19 funds have remained at the District and was never allocated to the campuses.

Meeting adjourned at 2:37 pm
 Meeting Notes taken by Melisa McLellan
 Next Meeting: October 2, 2019