**PLANNING AND BUDGET STEERING COMMITTEE**

**Summary Meeting Notes**
**December 4, 2019**
APPROVED February 5, 2020

**Members Present:  Co-Chairs:** Rod Garcia, Joseph Ramirez; **Management Reps:**  Cyndi Grein, Rich Hartmann; **Faculty Reps:**  Joshua Ashenmiller, Kim Orlijan; **Classified Reps:**  Nichole Crockrom, Monica Hagmaier; **Resource Members:**  Melisa McLellan, Vivian Gaytan, Catalina Olmedo; **Members Absent:**  Mariam Ghallab, Trenton Schamberger.

The meeting commenced at 2:10 p.m.

**I. Approval of Meeting Notes:**  The November 6, 2019 Summary Meeting Notes were unanimously approved by a motion from Josh Ashenmiller and seconded by Kim Orlijan; all were in favor.

**II. Planning Update:**  Co-chair Ramirez reported that the campus is asking all constituency groups to review the Mission Statement, Vision, and Core Values and make suggestions to revise or reaffirm the current documents.  Ramirez reported that the original 3-year Program Review Process has been revised and is now a four-year cycle with the addition of a second "planning" year.  Last FY 2018-19 was the Non-Instructional Program Review Cycle the current 2019-20 year is for planning.  With the recent changes, 2020-21 will be utilized as the second planning year and the Instructional Program Review Cycle will follow in 2021-22.  An APRU form (Annual Program Review Update Form) will be utilized each year.  The Program Review Committee will collaborate with constituency groups to update the forms.  (See the Program Review website at programreview.fullcoll.edu for updates.)

**III. AB19 Task Force Update:**  Co-chair Ramirez reported that the AB19 Task Force completed its work and is in strong support to move to a two-year tuition waiver, incorporate the health fee, and move forward to pilot the free breakfast provided by the campus food service provider Sodexo, Inc.  VPAS Rod Garcia will work with Sodexo Manager Eddie Correa to establish a menu and develop an implementation program.  Since the College only spent half of last year's available funds, we are seeking options to better serve the students in need.

**IV. Budget Update:**  In January, the State Chancellor's Office will distribute a budget proposal, but our District won't know how the 2018-19 year ended until February 2020.  The new funding formula is still set at 70-20-10 using a three-year average and is yet to be approved at the state level.  There is discussion on moving to a 60-20-20 model.  The District is still running the numbers through the model using past and current figures.

In reference to the Resource Allocation "Push-out" Model, revenue will be recognized at the campus level and chargebacks will be made to the District for Information Services. This push-out model enables the campus to manage all revenues generated at the campus level and control the distribution of funds making the planning process much easier. Negotiations are not handled at the campus level but campus monies fund salaries and benefits. The District is having discussions to determine the chargeback percentage. Additionally, the District is running a side-by-side analysis using the current and proposed models. This model will not be implemented until 2022 or later.

Rod reported that he doesn't have any news on the final approval of the one-time funding proposal he and VPAS Alex Porter submitted. It was approved at both campuses' PAC committees, District CBF, and discussed at a recent District Board Meeting.

With regard to the one-time funding being held by the District, there has been no decision as to whether the District will allocate the funds by specific dollar amounts for specific priorities or if the budget centers (District Services, AC, CC and FC) will be allocated a lump sum. There has been discussion that the District may consider investing $30M in one-time funds to generate on-going funds for benefits. Vice Chancellor Williams made the stipulation that proposals for use of one-time funds be for projects that can be finished in 1-2 years.

**V. Other/General Discussion:** None.

Meeting adjourned at 3:05 pm
Meeting Notes taken by Melisa McLellan
Next Meeting: February 5, 2020