



Fullerton College

Planning and Budget Steering Committee

Meeting Notes – September 3, 2025

ATTENDEES

Co-Chairs:

Henry Hua (Vice President of Administrative Services) – Present

Bridget Kominek (Faculty Senate President) – Present

Members:

Flor Huerta (Manager Representative) – Present

Grant Linsell (Manager Representative) - Present

Gilberto Valencia (Classified Professional Representative) – Present

VACANT (Classified Professional Representative)

VACANT (Student Representative)

Resource Members:

Daniel Berumen (Director of the Office of Institutional Effectiveness) – Present

Anita Carlos (Manager, Campus Accounting) – Present

Sonia De La Torre (Vice President of Student Services) – Present

Guests: Azin Biatani (ACT), Bianca Gladen (OIE) – Present

Recorder: Melisa McLellan – Present

CALL TO ORDER

The meeting was called to order by Bridget Kominek at 2:05 pm.

HOUSEKEEPING

There were no new agenda items.

Bridget announced that Flor Huerta, Dean of Counseling, replaced Anita Carlos, Manager, Campus Accounting, as the new Management Representative beginning Fall 2025. Anita will now serve as a Resource Member for this committee. Bridget also welcomed Dr. Sonia De La Torre, who was recently board approved to serve as the new Fullerton College Vice President of Student Services. Dr. De La Torre will serve on this committee as a Resource Member.

APPROVAL OF MEETING NOTES

A motion was made by Grant Linsell, seconded by Gilberto Valencia to approve the May 27, 2025, Meeting Notes. All were in favor.

PUBLIC COMMENTS

There were no public comments.

NEW BUSINESS

1. Bridget presented the PBSC Mission, Purpose, and Composition.
2. Azin Biatani presented a brief, visual overview of the new Integrated Planning and Program Review software developed by PowerApps 911 (Bold Zebra, Inc.). This summer, several users were selected to test the completed software and provide feedback. The feedback received from the test users was incorporated into the final product. The final product was completed, and instructional data was used in the demo presented at today's meeting. Daniel Berumen stated the Office of Institutional Effectiveness (OIE) will provide open office hours that can be booked where he or a staff member can demo the software and respond to questions. The new software will be used to capture real data this semester. Grant recommended that discussion of the new software be added to campus Division-level meetings.
3. Bridget shared that the new Program Review software has specific tabs for resource requests aligned with Strategic Action Plans and another for Operational Needs. It was determined that effective this year, operational-related resource requests will only be reviewed by Deans and Vice Presidents.

Fall Program Review must be submitted using the new software by November 7, and then the Department Coordinators will submit to the approvers. Deans will receive an email notification when there is a program review to access and review. The Deans will have until November 28 to review. The Area Vice Presidents will no longer review each Program Review.

Bridget presented key questions for the PBSC to consider when reviewing resource requests in Spring 2026 as the committee will work collaboratively with the Program Review and Planning Committee (PRPC) to share information:

1. Will resource requests be reviewed in batches?
 2. How should the PBSC prepare to also review the Student Services Annual Update requests?
 3. What information will PBSC need regarding resource requests to review the SAPs?
4. Henry Hua stated Anita Carlos sent email notifications to everyone who received funding allocations along with the budget worksheets for the approved resource requests from the 2024/2025 Program Review Cycle. Henry stated he would provide an update at the next meeting on the outstanding items related to any unspent allocations.
5. Bridget presented the Fall 2025 Agenda Plans prepared by the co-chairs. Bridget encouraged the committee members to review the plans for the semester and suggest any changes or additional agenda items for future meetings:
 - a. Plan to evaluate Resource Requests.
 - b. Refine the rubric developed last year to score resource requests.
 - c. Determine what role with the "Reader Reports" will have in our approval process.
 - d. How will we prioritize resources.
 - e. Review unfunded resource requests.
 - f. Familiarize ourselves with the Strategic Action Plans.
 - g. Debrief the newly developed Program Review Software.
 - h. Determine what is going into the operational bucket.

ANNOUNCEMENTS

The next meeting is September 17, 2025.

ADJOURNMENT

The meeting adjourned at 3:26 pm.

UPCOMING MEETINGS: 10/1, 10/15, 11/5, 11/19, 12/3