Fullerton College

# Planning and Budget Steering Committee

# Meeting Notes – September 17, 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
VACANT (Faculty Senate Acting Immediate Past President)
Gilberto Valencia (Classified Professional Representative) – Present
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Justin Park (Student Representative) – Present
Elijah Spessert (Student Representative – Alternate) – Present
***Resource Members:***
Daniel Berumen (Director of the Office of Institutional Effectiveness) – Present
Sonia De La Torre (Vice President of Student Services) – Present
***Recorder:*** Melisa McLellan – Present
***Guests:*** Bianca Gladen (OIE) – Present

## CALL TO ORDER

The meeting was called to order by Bridget Kominek at 2:12 pm.

## HOUSEKEEPING

There were no new agenda items. A motion to approve the agenda was made by Grant Linsell, seconded by Flor Huerta. All were in favor.

Bridget introduced Justin Park, appointed as the new Student Representative, and Elijah Spessert, appointed as the alternate Student Representative.

## APPROVAL OF MEETING NOTES

A motion to approve the September 3, 2025 Meeting Notes was made by Gilberto Valencia, seconded by Grant Linsell. All were in favor.

## PUBLIC COMMENTS

There were no public comments.

## OLD BUSINESS

1. Bridget distributed the 2025-2029 Strategic Plan outlining the College's Vision, Mission, Core Values and Strategic Goals. The plan can also be found on the website. Bridget noted that the Mission the College drafted last spring was not board approved. The revised version was sent to the Board of Trustees twice but never approved. The Strategic Goals are aligned with Vision 2030. Bridget stated the PBSC will use the Strategic Plan this Fall 2025 when they review the Comprehensive Instructional Program Review Self Studies and Student Services Program Review Annual Updates (PRAUs). Flor thanked Daniel and Bridget for leading campus communication and being inclusive to all bodies to develop a mission as a core of who we are.

2. Bridget stated the goal for programs to receive Program Review funding is July 1, which would allow areas to prepare and spend the funds before the Fall semester starts. So, working back from the July 1 deadline, the PBSC will work in the Spring to evaluate the requests and approve the funding. Daniel and Henry will use a spreadsheet to identify the categories and remove any on-going fund requests. The new Program Review software has ways to filter data input by the user to separate one-time and on-going funds. The co-chairs will agendize discussion in the Spring.

   All Program Reviews must be submitted by November 7, and Daniel will pull data by Divisions to allow deans to prioritize their requests from mid-December to February. Grant stated he would inform deans at Deans Council to gather and begin reviewing all information submitted from their area Program Reviews on their own rather than waiting on Program Review and Planning Committee (PRPC). Bridget shared the plan is for the PBSC to evaluate the resource requests at the March and April meetings.

   Since the PRPC will be sharing information with the PBSC, Bridget asked Daniel to provide the PBSC with the PRPC's rubric so we can better understand how they will evaluate the resource requests. Once we understand their process and through their review, we can find a plan to close the needle on what questions we have. However, if the PRPC plans to evaluate based on the Strategic Action Plans, they should evaluate: 1) How effectively they describe the program to the College Mission, 2) How they analyze their data, and 3) How effective are their SAPs - how did they connect and tie to the student plan. Our committee can evaluate each submission and provide a list of SAPs and vote on which are the highest importance. We will not evaluate the cost, but we can identify what are the best projects per our review. It was decided that the Deans will look at their priorities and identify the best projects. The Deans will provide their rankings by our second meeting in March. Deans will be able to move quickly if each Division can begin having conversations now. The PBSC can finalize their recommendations for funding to have a first read at PAC (President's Advisory Committee) on May 6.

   Bridget asked Henry where we stand on last year's allocations, and he did not have a report. Henry asked how often the committee wants to see the spending plan of those who received funding. Grant stated perhaps the Annual Update could determine if the spending aligns with the plan. Grant stated it should be the Division Offices reporting this information. Henry stated the College has two years to spend the funds, so we are still tracking the 23-24 allocation dollars being spent. Flor would like a reminder of what was allocated, spent, and the plan to use the remaining funds. Grant suggested Henry send an email to remind people to provide an update on spending when developing their Annual Updates. If it is determined that awarded funds are no longer needed, they should be returned, as well as any remaining balance. Grant asked for training tools to use the new finance screens, and he is going to find a date for all deans to meet in a room and learn the new finance software because BANNER is not easy to use.

## NEW BUSINESS

Henry discussed the recent budget reductions and the processes being used to minimize any negative impact on the services being offered and on the campus operations.

Bridget asked if Fred and Erika can provide basic foundational facts at the upcoming Budget Allocation Forum rather than the line-by-line overall dollar amounts. Henry stated that an email will go out soon to request questions that will be answered at the forum.

## ANNOUNCEMENTS

The next meeting is October 1, 2025.

## ADJOURNMENT

The meeting adjourned at 3:35 pm.

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