



Fullerton College

Planning and Budget Steering Committee

Meeting Notes – October 1, 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) – Absent

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

Recorder: Melisa McLellan – Present

Guests: Brandon Floerke, Faculty (Hornet Tutoring) – Present

CALL TO ORDER

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

HOUSEKEEPING

Since there was a guest to present for an agenda item under New Business, Co-chair Bridget Kominek asked to swap New Business and Old Business in the agenda order. 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.

APPROVAL OF MEETING NOTES

A motion to approve the September 17, 2025 Meeting Notes was made by Grant Linsell, seconded by Flor Huerta. All were in favor.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

1. Bridget reviewed the committee's plan and proposed timeline for evaluating Program Review Comprehensive Self Studies and Annual Updates:
 - a. Proposed Timeline:
 - i. November: Programs will submit their comprehensive self-studies and annual updates and Deans/Managers will review and submit their analysis to the Program Review and Planning Committee (PRPC).
 - ii. December/January: VPAS and OIE will prepare a spreadsheet identifying the resource requests and available funding sources the PBSC will consider for funding.
 - iii. February/March: PBSC will review resource requests associated with Strategic Action Plans that have also been filtered by available funding sources. Deans will rank resource requests that are aligned with the 2025-29 Strategic Plan.
 - iv. April: PBSC will review resource requests ranked by Deans that also contain PRPC's evaluation with SAPs as the focus. In the past we prioritized resource requests where everyone gets a portion of funding, but it should be based on the strategic plans.
 - v. May: PBSC will finalize their recommendation for the first-level funding at their May 6 meeting with hopes for funding to be allocated July 1, 2026. The PBSC Recommendation will be presented at Faculty Senate and PAC for approval and forwarded to the President for acceptance.
 - vi. August – December: PBSC will revisit unfunded resource requests periodically to identify any unspent or new funding sources that can be used for a second-level funding recommendation.
 - b. Assumptions: The PBSC plans to rank resource requests with levels of priority for funding, similar to grant management on campus. We as a committee need to be aligned and the message needs to be communicated on what the campus values rather than giving everyone a portion of available funding. We should ensure we allocate funding with aligned values and goals of the College. The Mission and Strategic Plans should also be guiding our decisions.
 - i. Bridget shared the location of sample rubrics that OIE Director Daniel Berumen posted to the PBSC TEAMS folder. She asked that members take some time to review the available rubrics for discussion at the next meeting. The PBSC needs to determine a tool or rubric to rank and filter resource requests considered for funding. The PBSC should feel comfortable in distributing to the campus how we plan to evaluate the resource requests.

NEW BUSINESS

Bridget introduced our guest, Brandon Floerke, English Faculty to speak on behalf of Hornets Tutoring. Brandon presented history on the evolution of the Hornets Tutoring Program specifically. He also presented background on embedded tutoring historical information dating back 30 years. The program submits a Program Review with data supporting their successes, and he also reported that other areas on campus use their data outcomes in their own Self-Studies to show the positive impact and need for this important service to students. He also stated that the program is now generating FTES (Full-Time Equivalent Students) for the first time this year and credits that achievement to Dr. Nunez, Dean Wilson, and Kristine Nikkhoo. FTES is connected to the way we receive apportionment (funding) from the state related to the SCFF Model (Student-Centered Funding Formula).

Brandon stated the program has been funded on soft money and is asking the campus to begin a process to institutionalize the Hornets Tutoring program at Fullerton College so the funding can be supported in the ongoing budget. Discussion took place among the committee, and it was decided the committee will revisit this item on the first meeting agenda of the Spring 2026 schedule. The committee members agree that budgeted funds should match the value on our campus, and there should be a standardized process in place to guide the campus in making this type of decision.

Bridget stated the committee needs to take time to look at the new Program Review Software and ensure we can evaluate the resource requests.

A third student is interested in joining the PBSC. Students are encouraged and welcome to join in conversation and discussion, however, only one student, Justin Park, is appointed as the voting member. The other students may be alternates when Justin is absent from voting. Bridget announced that Joel Salcedo replaced Ronald Farol as the new Faculty Advisor for Associated Students. PBSC works with the Faculty Advisor to assist with appointing students to our committee.

ANNOUNCEMENTS

The next meeting is October 15, 2025.

ADJOURNMENT

The meeting adjourned at 3:36 pm.

UPCOMING MEETINGS: 11/5, 11/19, 12/3