



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes

May 7, 2014

Approved May 21, 2014

**Members Present:** Co-chairs: Richard Storti; **Management Reps:** Greg Ryan, Dan Tesar; **Faculty Reps:** Samuel Foster, Rolando Sanabria; **Classified Reps:** Bev Pipkin, Chrystal VanBeynen and **Student Reps:** Jose Solano, Alex Trigueros.

**Members Absent:** Jamail Carter.

**Resource Members Present:** Terry Cox, Cyndi Grein, and Melisa Hunt.

The meeting commenced at 2:15 pm.

**1. Approval of Meeting Notes:** The meeting notes from the May 19, 2014 meeting were approved.

**2. Meeting Schedule:** The 2014-2015 PBSC Meeting Schedule was approved.

**3. Membership:** The proposed membership for 2014-15 was distributed and discussed. This is the last meeting for Rolando Sanabria. He will be replaced by Faculty Senate President-Elect Pete Snyder, to serve a 4-year term. Bev Pipkin's term ends this year, and CSEA has been notified to appoint a classified professional replacement to serve a 3-year term. Associated Students will appoint two reps to replace Jose and Alex, to serve 1-year terms each.

**4. PAC Recommendation Update:** On April 23, 2014, PAC approved the following PBSC recommendations (from the March 16, 2014 PBSC meeting):

1. *PBSC approved the recommendation that the Program Review Committee request an update of funding needs for instructional equipment. The request is for an update to existing program review documents as well as an update for any needs that have been identified since the last program review.*

*The purpose of this item is to compile an updated list of instructional equipment needs that can potentially be funded with instructional equipment funding included in the Governor's FY 2014/15 proposed budget.*

2. *PBSC approved the concept of developing a master library of planning documents to be developed and maintained by the Office of Institutional Research and Planning. The documents included would be available in a transparent manner and in one central location using SharePoint.*

**5. Budget Update:** Richard distributed and provided an overview of the six-page 2014-2015 Preliminary Budget Assumptions handout dated as of April 16, 2014.

**6. Instructional Equipment (IE):** Richard reviewed a handout distributed at the last PBSC meeting covering guidelines related to the Allocation of Instructional Equipment Funding from the State Chancellor's Office. Fullerton College is estimated to receive \$1.3M in Instructional Equipment funds based on preliminary budget assumptions. Richard noted that PBSC is close to having a recommendation to present to PAC regarding a proposed allocation.

After a group discussion regarding potential needs of the campus which are in accordance with the IE guidelines, Bev made a motion to make a recommendation to PAC as preliminary planning for the \$1.3M. Richard proposed that the PBSC vote on the following recommendation to move forward to PAC:

*The PBSC recommends that a portion of the Instructional Equipment be allocated as follows: \$75,000 for Library Materials and \$500,000 for Infrastructure. The remaining balance to be allocated based on further inputs from Program Review and other sources.*

Allocating a portion at this time will allow projects to move forward on schedule.

The PBSC unanimously voted to approve the recommendation to PAC.

**7. College Planning:** Richard reported that the campus is exploring the retention of a consultant to report on best practices aligning planning and budgeting.

It was reported that a College Planning Retreat has been scheduled for August 13, 2014.

Meeting adjourned at 3:20 pm.

Meeting Notes were taken and typed by Melisa Hunt.

Next Meeting: May 21, 2014 (Last Meeting of 2014-2015).