



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes September 17, 2014

APPROVED October 1, 2014

**Members Present: Co-chairs:** Carlos Ayon, Richard Storti; **Management Reps:** Dan Willoughby; **Faculty Reps:** Samuel Foster, Pete Snyder; **Classified Reps:** Bev Pipkin; **Student Reps:** Jose Solano.

**Members Absent:** Greg Ryan and Chrystal VanBeynen. NOTE: One student rep has yet to be identified.

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

The meeting commenced at 2:10 pm. Since a quorum had not been reached at the beginning of the meeting, the meeting started with the second agenda item.

**II. Planning Update:** Co-chair Carlos Ayon provided a planning update and shared planning-related ideas raised at last PBSC meeting with PAC on September 10, 2014. Carlos and Campus Communications Director Lisa McPherson have been tasked by PAC to formally document planning tasks performed at various levels within the College. They are in the process of gathering information and documentation from campus committees. Carlos and Lisa will draft a document incorporating the Integrated Planning Process and an Organizational Chart of Committees. The committee discussed how Program Review and Strategic Action Plans are currently included in the planning process at the College.

**I. Approval of Summary Meeting Notes:** The September 3, 2014 Summary Meeting Notes were unanimously approved with an amendment from Dan Willoughby.

**III. Budget Update:** Richard reported that the FY 2014-15 budget was approved by the Board at the September 9, 2014 Board meeting.

**IV. Lotto Budget:** Richard distributed a handout with guidelines on the allowable uses of Restricted Lottery Funds. Library Materials can be considered instructional materials or instructional equipment. Lotto monies can be carried over, but IE monies cannot be carried over. There were questions raised if Lotto funds can be used to purchase an Operating System or Microsoft Office Suite. Richard requested that Terry research the allowable uses of Lotto funds for instructional software and report back to PBSC.

**V. PAC Recommendations Update:** It was reported that the two PBSC recommendations from the September 3<sup>rd</sup> PBSC meeting were approved by PAC on September 10, 2014. PAC approved that 1) The TAP budget be augmented by \$10,000 of ongoing operational budget funds rather than one-time carryover funds to support the requested growth of the program, and 2) The 2014-15 Instructional Equipment Funds totaling \$2,020,000 be allocated according to the outlined plan: Library Materials \$50,000; Classroom Projectors \$52,500; Computer-related Infrastructure \$492,000; Classroom and Lab Computers used by students \$716,100; Program Review (Instructional needs) \$505,000; and Contingency \$204,400. Richard reported that he has met with VPI Dr. Núñez, Bob Morison and Co Ho to

start discussions on the computer-related infrastructure to improve Wi-Fi and the need to develop a timeline to replace computers.

A discussion followed related to the process of allocating the Program Review funds (\$505,000) to specific needs identified by the program review process. Consensus was reached that the process would begin with Instructional Divisions identifying instructional equipment needs as part of the program review process using a form developed by the Program Review Committee. The completed forms will be provided to the Deans who will prioritize the requests. The prioritized list of requests will be provided to PBSC as an informational item and to consider other potential funding options to fulfill requests above the initial allocation. The entire process will be completed by March 1, 2015 to ensure sufficient time to complete purchases by the April 15, 2015 purchasing deadline.

**VI. PAC Request - Evaluate Student Success Programs' Effectiveness:** As an informational item, PAC has requested that the PBSC evaluate the effectiveness of some Student Success Programs. Dan raised concerns that the Student Success Committee experienced when they were asked to evaluate programs in the past, and he requested that those concerns be expressed to PAC. Some PBSC members discussed their concerns with the following items as they relate to evaluating a program's success: criteria, measurable outcomes, retention rates, success rates, time in existence, and costs. Being that this agenda item was intended as an informational item, Richard assured the committee that he will obtain more detailed information from the PAC to present to the PBSC for their review, and if at that time the PBSC has any concerns or issues, the PBSC will request more information from PAC before proceeding.

**VII. Other/General Discussion:** Jose Solano reported that the Associated Students (A.S.) is undergoing changes and he hopes to get a group of students involved. (Note: The PBSC composition requires two A.S. Student Reps and as of today, we only have one.)

Meeting adjourned at 3:20 pm.

Meeting Notes were taken and typed by Melisa Hunt.

Next Meeting: October 1, 2014.