



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes

September 18, 2013

Approved October 2, 2013

**Members Present: Co-chairs:** Claudette Dain, Jamail Carter; **Management Reps:** Greg Ryan, Dan Tesar; **Faculty Reps:** Samuel Foster, Rolando Sanabria; **Classified Reps:** Bev Pipkin, Chrystal Van Beynen, and **Student Reps:** Jose Solano, Alex Trigueros.

**Members Absent:** None.

**Resource Members Present:** Toni DuBois and Cyndi Grein; **Recorder:** Melisa Hunt.

The meeting commenced at 2:12 pm.

**1. Approval of Minutes:** The minutes from the September 4, 2013 meeting were approved.

**2. Program Review:** Last semester, the campus completed the Instructional Program Review Cycle and the approved funding is nearing completion through purchase requisitions. This semester, all Non-instructional Departments and Programs' Self Studies' Funding Requests (Student & Support Services and Administrative & Operational Services) will be evaluated by PBSC.

Jan Chadwick (Program Review Chair), Claudette and Jamail met to discuss the Program Review Process as it relates to PBSC's review of the funding requests and evaluation process to award funding. Claudette explained how PBSC's rubric (in Draft form) was developed and applied. After this round of funding requests, PBSC can evaluate the rubric and determine if any modifications are needed.

At the last Program Review Committee (PRC) Meeting, Jan and the committee agreed to adopt a uniformed format in an Excel spreadsheet that they will submit to PBSC, so that we can better understand the funding requests. This new format will supply more than just the department's requested dollar amount and brief description.

Dan Tesar recommended that the entire PRC and PBSC meet. Rolando suggested that rather than the entire two groups meeting, only a few reps from each group should meet. Claudette stated she and Jan talked about the two groups working together so that we can be more refined and not duplicate efforts, share our rubric, and for those who are working on self-studies, they will know what PBSC is looking for when making recommendations to award funds. Jan is currently preparing the Funding Request Report to be submitted to PBSC. It will be presented in a format different from what PAC received. The current funding requests have been endorsed by Faculty Senate and PAC.

Discussion ensued regarding Strategic Planning. Jamail mentioned that both he and Dean Grossman came from a college which used a similar system to award funding. A suggestion was made that Fullerton College should identify a priority or direction as to what theme or priority will be funded each year so that the person writing the self-study can have some parameters or a goal to focus on. Claudette asked Melisa to send out an email requesting volunteers to attend a Program Review/PBSC retreat, at a date TBD.

**3. Planning and Budget Calendar - Brainstorming:** Jamail asked the members to brainstorm ideas as they relate to the Planning and Budget Calendar. Input and feedback as to the format and content was requested from PBSC members. Jamail asked if there was a better way to present the calendar to make it more visually stimulating or easier to describe the College's planning and budget processes and timelines. Rolando commented that the "Enrollment" piece is missing. Dan would like to see the plan for "New Faculty Hiring" added. Claudette inquired if the boxes across the top identify "what drives what" or are they in any particular order. Toni responded that there was a "Planning" column that was removed and replaced with the last column "Institutional Effectiveness".

Jamail distributed and presented a copy of the diagram used by Barstow College. Dan suggested that all areas involved in planning be asked to create a calendar and then mesh all of them together into one calendar. Some areas are the Curriculum Committee and Enrollment Management; keeping in mind that planning drives budget. Bev stated we need both a general and detailed planning concept. After much discussion, it was decided that Claudette and Jamail will bring back a revised calendar (draft) at a future meeting. Toni made the point that the final Integrated Planning Manual is due in January, and this calendar (if approved and revised) needs to be included in that manual.

**4. 2013-14 Budget Information:** The 2013-14 Proposed Budget and Financial Report was approved at the Board Meeting on September 10, 2013 and the final budget has now been rolled into Banner. If you want a copy of the Proposed Budget document, Melisa will send an email to the committee so that you may request a copy, along with a link to an electronic copy, on the District Website. Fullerton College's Carryover, Page 45 of the report, was discussed at our last meeting. We need to discuss what to do with these funds. One-time monies cannot be used for on-going expenses, but we have on-going allocations that were reduced District-wide. Our share was \$1.4M, reduced from \$2M. Claudette opened up for discussion and asked for one-time and on-going examples to be considered for recommendations.

**Classified Staffing Needs Assessment:** Chrystal Van Beynen brought forward a 4-page document entitled "Classified Staffing Needs Assessment", because she wanted to know how we assess and process classified positions. In the past, there was a process at Fullerton College where these documents were reviewed by PBSC and a recommendation was made to move forward with positions before going to the District. It was determined that these documents were developed and/or last updated in December 2010, and have since been abandoned. A question was asked if we use Program Review for positions. Departments request resources in their Program Reviews, and since people are resources, Self-Studies should identify and request positions. Program Review should drive the department's needs. Toni mentioned that Rajen has decided that the current process is as follows:

through the area Vice President (after approval from appropriate department/division managers) and then brought to President's Staff for discussion/decision by the President.

**One-time and On-going Resources:** Other items discussed included Instructional Equipment monies and Strategic Action Plan allocations. It was also discussed that Enrollment (first), followed by direct services to students should guide us in the decision-making process so that we can be restored to the levels we had before. Additionally, the "classroom" should drive what we do. An example brought forward was that the Counseling Department used to be open Monday – Thursday until 7 pm, and now it's only open late for one evening. Staff Development was also mentioned so that we can bridge the achievement gap, which is a critical goal by training Faculty who are on the front-end to help provide student services.

Our College Goals/Objectives should match our Action Plans, and a suggestion was made that the College should pick a goal to focus on and spend money on each year so that we can directly impact our goals and they can be addressed through the Program Review process.

Some recommendations for allocations include:

1. Enrollment: Supplement Extended Day
2. Items that directly impact services to students
3. Staff Development
4. Safety

**On-going Funds - Priorities for filling positions:** Keep in mind that the District charges us for positions if they are not on the position list and we "buy" a position. If a vacant position is on the list and we fill it, we don't have to "buy" it. The committee discussed that Staffing requests should be identified in Program Reviews as the department should know their staffing needs. It was clarified that the area Vice Presidents are evaluating Staffing needs before moving such requests forward to President's Staff.

**5. Institutional Research Committee Survey:** The members were asked to review the survey and bring their ideas to the next meeting.

**6. Other/General Discussion:** None.

**7. PBSC Evaluation Form:** The PBSC members filled out and returned the evaluation forms to Jamail.

Meeting adjourned at 4:15 pm.

Notes were taken and typed by Melisa Hunt.

Next Meeting: October 2, 2013.