



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes

October 2, 2013

Approved October 16, 2013

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

Members Absent: Greg Ryan.

Resource Members Present: Melisa Hunt, Recorder.

The meeting commenced at 2:09 pm.

1. Approval of Minutes: The minutes from the September 18, 2013 meeting were approved.

2. Planning and Budget Calendar: Jamail distributed a revised draft of the Planning & Budget Calendar printed in gray-scale, which included an updated format, in color, of the same information found on the prior version. Dan still believes work still needs to be done as some planning pieces are missing from the document as a whole, such as accreditation, PAC, and planning. There are several areas on campus involved in planning that should be listed on the calendar.

The committee needs to keep in mind that adding too many details to the college-level planning calendar is not necessary as they are listed on department-level processes calendars. It was suggested to just document our cycles and processes. It was discussed that Jamail's office should store all the detailed reports for accreditation, including the college functions and timelines. Bev suggested the college use "Project" software to document detailed processes. Bev will email the color version of the calendar to all members.

3. Institutional Research Committee Survey: At the last meeting, the committee was asked to review the survey questions and be prepared to discuss their responses at today's meeting. Dan stated that the IRC survey was developed as a result of our campus' accreditation process (evaluation of institutional effectiveness processes), and they have requested campus committees to use the survey questions to determine if their committee is effective and to identify areas where it can be more effective. This exercise foreshadows how we operate and contribute to the overall effectiveness of the campus. After some discussion, the following ideas were presented:

- **Section 1 and 2:** Incoming members shall be asked to read the College's Mission, Purpose, Core Values, Goals, and Objectives.

- **Section 1 and 2:** Since the student members have a shorter term, it was suggested to distribute an orientation package. Currently, all incoming members receive the PBSC's Mission, Purpose, Operating Guidelines, Membership, and Meeting Schedule.
- **Section 6:** A suggestion was made that we evaluate ourselves because we don't know how we are perceived.
- **Section 2:** The committee believes it is operating effectively as far as the budget piece is concerned, however, the committee should focus on the planning piece now that we have a permanent Director of Institutional Research and Planning. It was expressed that planning is lacking on campus at all levels and this should be this committee's focus as planning drives budget. Strategic Planning is tied to Budget and Program Review, and since departments go through program review and we make recommendations for expenditures, we need to tie into the college plans. Planning is happening around campus, but it needs to be communicated. The campus has begun to do that through the program review process. PBSC developed a rubric and successfully used it for the instructional program review funding cycle to link the planning and budget components.
- **Section 2:** From a Planning perspective, the committee should also consider Facilities Planning/Prioritization and Staffing Plans in order to have short-term and long-term plans in place. This is important because as the budget changes, we will have a plan in place.
- **Section 2:** Program Review should be tied to the College Plans. Program Review is the cornerstone of planning and should be looked at along with our Strategic Plan.
- **Section 2:** Decision-making – Are there groups on campus engaged in planning that we should get a report from or invite them to a meeting, such as Enrollment Management, Technology Committee, Tech Replacement Plan, and Dean's Council?
- **Section 2:** What are the fiscal impacts of planning? FTES is a direct cost, but what about indirect costs? A point was made to clarify that rather than using the term "Student Services" as a funding prioritization term, that we should instead use the term "services to/for students" to differentiate between the services provided and a particular campus division.

4. 2013-14 Budget Information: A Schools Services handout titled "When Do the Temporary Taxes Expire?" was distributed. Although Prop 30 passed, there's still a structural deficit at the state level since the taxes resulting from Prop 30 are only temporary. Prop 30 authorized two temporary tax increases, the sales tax, which will expire in December 2016 and the personal income tax, which will expire in December 2018.

5. Other/General Discussion: Dan was asked by another staff member to bring a funding request to PBSC and as a result, he inquired as to our purpose and process. Claudette responded that PBSC has guidelines in place, which were approved by PAC, and this committee isn't the proper method to request departmental funds.

Meeting adjourned at 3:30 pm.

Meeting Notes taken and typed by Melisa Hunt.

Next Meeting: October 16, 2013.