



## Planning & Budget Committee Minutes

November 19, 2019 | 3:00 p.m. – 4:30 p.m. **PDC/Rm. 3134/Polycom N3102**

### Committee Description:

Following general direction from the Board of Trustees, the Planning and Budget Committee coordinates annual planning activities ensuring broad participation from the College community and monitors the implementation of the Educational and Facilities Master Plan. In addition, the Planning and Budget Committee oversees the development and review of the annual operating budget. The Planning and Budget Committee is advisory to the Superintendent/President. Recommendations requiring Board action are presented to the Board of Trustees through the Superintendent/President. Specific to the budget development and review process, the committee will review and *recommend*:

- Potential additions to the College goals and priorities established by the Board of Trustees;
- The budget income and expenditure assumptions while they are being developed;
- Expenditure options given increased funding and contingency reduction plans for addressing shortfalls;
- The proposed final budget including any modifications that were made based on funding changes;
- Augmentations and shortfalls that occur during the year that may impact commitments and/or unmet needs;
- Levels of funding for faculty positions, classified/management positions, instructional and non-instructional equipment, capital outlay projects, etc. as developed by Cabinet, Shared Governance Council, or other designated groups.

### Committee members:

<input type="checkbox"/>	Athene Gatley, CCCUE
<input checked="" type="checkbox"/>	Bill Demarest, CCFT
<input checked="" type="checkbox"/>	Dan Troy, Vice President of Administrative Services, Co-Chair
<input checked="" type="checkbox"/>	Debra Stakes, CCFT
<input checked="" type="checkbox"/>	Doug Highland, Academic Senate
<input type="checkbox"/>	Emily Conrad, CCCUE
<input checked="" type="checkbox"/>	Erich Tucker, Academic Senate
<input checked="" type="checkbox"/>	Greg Baxley, CCFT
<input checked="" type="checkbox"/>	Hunter Perry, CCCUE, Co-Chair
<input checked="" type="checkbox"/>	Jason Curtis, Interim Vice President of Academic Affairs
<input checked="" type="checkbox"/>	Jill Stearns, Superintendent/President, <i>Ex-Officio</i>
<input checked="" type="checkbox"/>	John Knutson, Academic Senate
<input checked="" type="checkbox"/>	Katie Mervin, Academic Director

<input checked="" type="checkbox"/>	Keith Stearns, Classified Manager
<input type="checkbox"/>	Logan Chadwick, ASCC Rep
<input checked="" type="checkbox"/>	Madeline Medeiros, Dean Academic Affairs
<input checked="" type="checkbox"/>	Mark Sanchez, Vice President of Student Services and College Centers
<input checked="" type="checkbox"/>	Rick Camarillo, Foundation
<input checked="" type="checkbox"/>	Roland Finger, Academic Senate
<input checked="" type="checkbox"/>	Susan Kline, Academic Senate, Co-Chair
<input type="checkbox"/>	Todd Frederick, Confidential
<input checked="" type="checkbox"/>	Wesley Sims, Academic Senate
<input checked="" type="checkbox"/>	Will Wooster, CCCUE
<input type="checkbox"/>	Administrative Support: C. Dilbeck
<input type="checkbox"/>	Guests: Cindy Dilbeck, Brian McAlister, Bob Joslin, Christine Mulholland, Chris Green, Julia Thompson, Joann Malizia

**Committee Initiatives:**

ACCJC Standard(s)	In Progress	Complete	Timeline	Initiatives
				1) <b>Technology Plan Review</b>
				2) <b>Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community</b>
				3) <b>Maintain current revenue streams and pursue additional revenues/savings/efficiencies</b>
				4) <b>Develop a process to monitor the implementation of the Educational and Facilities Master Plan</b>
				5) <b>Continue to support ISER development</b>



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AGENDA ITEMS	WHO	TIME	INTENT	ACCJC Standard or Institutional Goal/Objective
1. Approval of agenda	All	1 min.	Action	1.B <b>Upon a motion by Stakes/Knutson, the Agenda was approved.</b>
2. Approval of minutes from <a href="#">November 5, 2019</a>	All	2 min.	Action	I.B <b>Upon a motion by Stearns/Curtis, the Minutes of November 5, 2019 were approved.</b>
3. Measure L Update	Troy/McAlister	20 min.	I, D	III.D <a href="#">Measure L Update</a> Troy introduced the Bond team: Brian McAlister, Bob Joslin and Christine Mulholland, Program Coordinator from Kitchell.  Troy provided a Measure L Update. The \$275 million bond is split over 4 issuances. The majority of the projects fall under repairs, renovations, new construction, tech upgrades and debt retirement. Troy discussed major features of each issuance. He stated that \$275 million does not go as far as necessary to do all that needs to be done. The District will need another bond every 10 years or so to keep up with all the infrastructure needs.

<p><b>4. FTES Update</b></p>	<p>Curtis</p>	<p>10 min</p>	<p>I, D</p>	<p><a href="#">FTES Projections</a></p> <p>Curtis explained that this FTES update is an estimate using a predictive model that Ryan Cartnal runs based on the size of the schedule.</p> <p>Curtis noted that in doing a comparison from this Fall semester to last Fall semester, we are currently ahead by about 80 FTES. He added that we should finish this Fall 40-50 FTES ahead from where we finished last fall.</p> <p>For the end of the Spring term, we will finish slightly behind at about -30 FTES, but overall just ahead of where we were in 2018-2019.</p> <p>Please refer to <a href="#">FTES Projections</a> for detailed information.</p>
<p><b>5. Institutional Self Evaluation Report (ISER) Drafts – First Read</b>          Description: The Accreditation Steering Committee is submitting drafts of I.B, III.B, III.C, and III.D for a 1<sup>st</sup> read. Please provide feedback on content only -- style and formatting will be edited later. Final consideration of all feedback will be made by the Accreditation Steering Committee.</p>	<p>Curtis</p>	<p>10 min.</p>	<p>I, D</p>	<p>ACCJC II.A  <a href="#">Draft Standard I.B</a>  <a href="#">Draft Standard III.B</a>  <a href="#">Draft Standard III.C</a>  <a href="#">Draft Standard III.D</a></p> <p>Curtis went over drafts of Standards I.B, III.B, III.C, and III.D for a 1<sup>st</sup> read. Members provided feedback. The four drafts will come back for a final read in December or January.</p>



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<p><b>6. SCFF Deep Dive: FTES and the Basic Allocation</b>          Description: The Committee will delve into the calculation of the SCFF's Basic Allocation</p>	<p>Troy</p>	<p>20 min.</p>	<p>I, D</p>	<p>III.D</p> <p>Troy gave a SCFF update regarding FTES and basic allocation. He explained that 70% of funds would be allocated for the base allocation, 20% for the supplemental allocation, and 10% for the student success allocation (this will NOT increase to 20%). This will mean taking total statewide apportionment revenue, backing out non-credit and CDCP, and from there, 70% would be based on credit FTES, site based funding, incarcerated credit FTES, and special admit FTES.</p> <p>For a complete overview, please access link: <a href="#">SCFF Base Allocation</a>.</p>
<p><b>7. Over/Under Report</b></p>	<p>Troy/Green</p>	<p>10 min.</p>	<p>I, D</p>	<p><a href="#">Over/Under Report</a></p> <p>Troy briefly went over the report with the committee.</p>



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<p><b>8. Student Services: Management Restructure</b></p>	<p>Sanchez</p>	<p>5 min.</p>	<p>I, D</p>	<p><a href="#">VPSS Projected Outcomes/Benefits</a>  <a href="#">Previous Financial Aid Org Chart</a>  <a href="#">Draft Financial Aid Re-Org Chart</a></p> <p>Sanchez explained that the goal is to restructure the management of the Financial Aid office to ensure an organizational design that will build in more support for additional functions including: leadership for the Cuesta College Promise, Return to Title IV, Veteran’s Program including Department of Defense reporting, and oversight of the California College Promise Grant (CCPG), AB 19, Scholarships and Records.</p> <p>This will be achieved by merging two existing Director positions (Director of Financial Aid and Director of Student Success- Vacant) into one Associate Dean of Financial Aid and Records. The Associate Dean position will be supported by an Associate Director of Financial Aid position to support the day-to-day operations of Financial Aid and Veteran’s programs.</p> <p>.  This restructure will save Student Services \$26,460 in annual personnel costs (first year).</p>
<p><b>9. Adjourn</b></p>	<p>All</p>			<p>Meeting adjourned at 4:35 p.m.</p>

FUTURE AGENDA ITEMS				
1.				
2.				

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Resources are available on the [Governance](#) webpage

- Mission Statement
- Participatory Governance: Decision-making and Committee Handbook
- Integrated Planning Manual
- Comprehensive Master Plan
- Strategic Plan