



## Planning & Budget Committee Minutes

April 19, 2016 | **3:00 p.m. – 5:00 p.m.** | PDC-Rm. 3142/Polycom N3213

**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 checked="" type="checkbox"/>	Lara Baxley, Academic Senate
<input type="checkbox"/>	Diane Bergantz, CCCUE
<input checked="" type="checkbox"/>	<b>Rick Camarillo, Foundation Accountant, Co-Chair</b>
<input checked="" type="checkbox"/>	John Cascamo, Dean of Academic Affairs
<input type="checkbox"/>	<b>Bret Clark, CCFT, Co-Chair</b>
<input checked="" type="checkbox"/>	Solveg Cooper, Academic Senate
<input checked="" type="checkbox"/>	Bill Demarest, CCFT
<input checked="" type="checkbox"/>	Todd Frederick, Confidential
<input checked="" type="checkbox"/>	<b>Chris Green, Vice President for Administrative Services, Co-Chair</b>
<input checked="" type="checkbox"/>	Linda Harris, Academic Senate
<input checked="" type="checkbox"/>	Shannon Hill, Executive Director Foundation
<input checked="" type="checkbox"/>	Jenn Martin, Performing Arts, CCFT
<input type="checkbox"/>	Eric McDonald, CCCUE

<input checked="" type="checkbox"/>	Monica Mercer, CCCUE
<input checked="" type="checkbox"/>	Hunter Perry, CCCUE
<input type="checkbox"/>	Alan Ross, Academic Senate
<input checked="" type="checkbox"/>	Debra Stakes, CCFT
<input checked="" type="checkbox"/>	Keith Stearns, Classified Manager
<input checked="" type="checkbox"/>	Mark Stengel, Library, Academic Director
<input checked="" type="checkbox"/>	Gil Stork, Superintendent/President, <i>Ex-Officio</i>
<input checked="" type="checkbox"/>	Deb Wulff, Vice President for Academic Affairs (teleconference)
<input type="checkbox"/>	Recorder: M. Foppiano – <b>Guests: Janet Shepard, Karen Tacket, Kayli Chapman</b>
<input type="checkbox"/>	<b>Joan Duffy, Anthony Gutierrez, Kasey DeBernardi, Nicole Albertson, Mike Jacobs,</b>
<input type="checkbox"/>	<b>Shareya Olmeda, Cande Munoz, Maria Escobeda, Pamela Ralston, Catherine Riedstr</b>

Sandee McLaughlin, Vice President for Student Services and College Centers

### Committee Initiatives:

ACCJC Standard(s)	In Progress	Completed	
	<input checked="" type="checkbox"/>		<b>1. Incorporate an identification and prioritization process for institutional-wide needs onto the existing prioritization process.</b>

	X		2. Provide opportunities for campus-wide training and communication on budget development and the Resource Allocation Process.
	X		3. Complete review of Board policy on District reserve and provide recommendation as needed.
	X		4. Oversee the process in the Educational Master Plan and Facilities Master Plan development as outlined in the Integrated Planning Manual.

AGENDA ITEMS	WHO	TIME	INTENT	ACCJC Standard and /or Institutional Goal/Objective
1. Approval of agenda	All	2 min.	Action	II.B  <b>Upon a motion by Hill/Stakes, the Agenda was unanimously approved.</b>
<b>2. Cluster Presentations</b> (Each presentation will be limited to 8 minutes for presentation and 2 minutes for Q&A for a total of 10 minutes per Cluster) <ul style="list-style-type: none"> <li>• Arts, Humanities</li> <li>• Academic Senate</li> <li>• Administrative Services</li> <li>• Math, Science, Nursing, Allied Health</li> <li>• Academic Affairs</li> <li>• Workforce &amp; Economic Development</li> <li>• Student Services</li> <li>• President</li> </ul>	Ralston Baxley Green Curtis Wulff Cascamo McLaughlin Stork	10 min 10 min 10 min 10 min 10 min 10 min 10 min	I, D, A	<b>Cluster Presentations</b>  <a href="#">Arts, Humanities</a> <a href="#">Academic Senate</a> <a href="#">Administrative Services</a> <a href="#">Math, Science, Nursing</a> <a href="#">Academic Affairs</a> <a href="#">Workforce &amp; Economic Development</a> <a href="#">Student Services</a> <a href="#">President</a>  Cluster presentations consisted of 10-minute presentations, 8 minutes to present and 2 minutes of Q&A. All members were required to be present during all cluster presentations in order to be eligible to vote.  It was noted that VPAA Wulff and President Stork had identical #1 Dean of Institutional Effectiveness for each of their clusters. It was agreed to remove Dr. Stork's #1 priority since it was a duplicate.  The 2016-2017 District Resource Allocation Prioritization <u>Subjective</u> Scoresheet (On-Going, One-Time and Technology) was sent out on April 20th to all P&B members and due electronically to M. Foppiano by 5:00 p.m. on Friday, April 22, 2016.
				<b>Upon a motion by Stork/Perry, the meeting adjourned at 4:35 p.m.</b>

Next Meeting

May 3, 2016 | 3:00pm – 4:30pm | Room 5402/Polycom N3213

## Cluster's Top Institutional Priorities (2016-17) – Ongoing Funding

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification
2	Human Resources	Part-time Benefits Specialist	Provide accurate and timely benefits as defined by policy, procedure and contracts as assessed by staff surveys			Accreditation Standard III
<b>Points:</b>			20			5

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification
3	Advancement	Marketing Funds	Increase the effective communications with our constituents resulting in increased positive brand awareness		1.6 Persistence of First-time students/persistence rate: Increase the effectiveness of marketing associated with recruitment and promote enrollment	
<b>Points:</b>			20		4	

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification
4	Research	Operational Data Store (ODS)	Provide longitudinal and disaggregated data analysis to provide cohesive and substantive information supporting district-wide data needs		Institutional Objective 4.1: Train the internal community about the integrated planning processes Support of all Institutional	Accreditation Standard I, II, III and IV.

## Cluster's Top Institutional Priorities (2016-17) – Ongoing Funding

					quality assurance.	
		<b>Points:</b>	20		4	5

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification
6	Human Resources	Social Media Recruitment Fees	Human Resources will provide an effective and constituent application process and recruitment process as assessed by applicants and hiring committees.			Accreditation Standard III
		<b>Points:</b>	20			5

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification
8	Research	Clerical Support	Provide regular, clear, accessible, and critical data to all interested college stakeholders as well as reporting identified in Institutional Research Program Outcomes 1, 2, 3, and 4 in support of IG 3 and 4.		<p>Institutional Objective 4.1: Train the internal community about the integrated planning processes</p> <p>Support of all Institutional Objectives:</p> <p>This position will support continuous quality improvement and promote ongoing dialogue in achievement of the mission, including academic excellence,</p>	

### Cluster's Top Institutional Priorities (2016-17) – One-time Funding

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification
10	Human Resources	Classification Study	Human Resources will ensure effective implementation and compliance with the District's EEO plan as a part of the plan's assessment and plan for improvement.			Accreditation Standard III
		<b>Points:</b>	20			5

# Cluster Plan Request Summary

Cluster Rank	Description	Request Type (One-time, On-going, Technology)	Amount Requested
1	Dean of Institutional Effectiveness	Ongoing	135,000.00
2	Part-time Benefits Specialist	Ongoing	48,018.00
3	Marketing Funds (increase)	Ongoing	50,000.00 – 200,000.00
4	Operational Data Store (ODS) – Data Warehouse	Ongoing	25,000.00 – 50,000.00
5	Associate Director, Research	Ongoing	20,000.00
6	Social media recruiting fees	Ongoing	5,000.00
7	Upgrade Admin Conference Room	One-time	1,500.00
8	Clerical Support, Research	Ongoing	21,000.00
9	Director, Major Gifts	Ongoing	100,000.00
10	Classification Study	One-time	50,000.00

Program	Category	Description	Cost	Funded Yes or No	Funding Source (s) GF/CAT/G/REV	Impact (whether program was funded or not funded) had on Program	
1	Administration and Governance	Supply - Non-Instructional	Research and Consultants – Educational Master Plan (EMP) Review	50,000	Yes	GF	Contracting with the College Brain Trust facilitated the voluminous work involved with developing the Education Master Plan. The work provided by consultant(s) enabled the college to maximize its limited resources towards this effort. This project will be completed within the prescribed timelines per the Integrated Planning Manual.
2	Human Resources	Technology - Non-Instructional	NEOGov online Applicant Tracking	5,000	Yes		ACCJC made a recommendation during the October 2014 visit that EEO information be readily available and accurate. By transferring to NeoGov, an applicant tracking system, HR will have access to on-demand and current applicant data. In addition, broadening our recruitment efforts to include social media venues, we will be able to reach a larger demographic.
3	Institutional Research	Technology - Non-Instructional	eLumen student learning outcomes platform	35,000 10,000-15,000 ongoing	Yes		ACCJC Institutional Effectiveness Recommendation 2states, In order to increase effectiveness, CC should develop mechanisms to make learning outcomes, outcomes assessment timelines, and assessment results readily available to appropriate constituencies including program level learning outcomes in the college catalog.  Supports all the Strategic Plan objectives related to student success.  Supports outcomes and assessment course, program, department, institutional outcomes.

4	Marketing	Supply - Non-Instructional	Advertising and Marketing Funding	50,000 - 250,000	Select one		IO 1.1,1.6, 2.1, 2.2 - As the district needs to increase enrollment, more marketing dollars are needed to support outreach efforts via advertising. The amount depends on the enrollment targets.
5	Human Resources	Personnel - Classified Employee: Permanent, Short-Term & Substitute	Part-time Benefits Specialist (.5 FTE)	48,000	No		Regulatory – Assistance in satisfying changes and mandates in ACA and STRS/PERS reporting remains a challenge.
6	Advancement	Technology - Non-Instructional	Mobile Friendly Online Site Conversion	80,000	Select one		IO 1.1,1.6, 2.1, 2.2 To help facilitate the increase in enrollment, more marketing dollars are needed to support outreach efforts via advertising.
7	Administration and Governance - Cluster	Supply - Non-Instructional	Professional Development	50,000	Select one		Regulatory – Professional Development training helps meet training for both state and federal requirements.
8	Institutional Research	Personnel - Classified Employee: Permanent, Short-Term & Substitute	Part-time Data Specialist (.5 FTE)	50,000	Select one		The evaluation process supports student success which is identified in Institutional Goals 1 & 2 and Strategic Plan student success objectives.  Faculty evaluations self-identify work the faculty member is undertaking through student learning outcomes/assessment to increase student success.
9	Human Resources	Supply – Non-Instructional	Social Media Recruiting Platform	5,000	Select one		
10	Human Resources	Technology - Non-Instructional	Implement BDMS (electronic records scanning) with Banner	25,000	Select one		This function would facilitate electronic personnel files. This would eliminate existing storage issues promote access for HR, Payroll, and Benefits to necessary forms without having to keep multiple files.