



## Planning & Budget Committee Minutes

April 18, 2017 | 3:00 p.m. – 4:30 p.m. | Rm. 5402/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:

X	Lara Baxley, Academic Senate
X	<b>Diane Bergantz, CCCUE, Co-Chair</b>
X	John Cascamo, Dean of Academic Affairs
X	<b>Bret Clark, CCFT, Co-Chair</b>
X	Emily Conrad, CCCUE
X	Solveg Cooper, Academic Senate
X	Bill Demarest, CCFT
X	Bradley Esparza, ASCC
X	Patricia Ewins, Vice President for Student Services and College Centers
X	Todd Frederick, Confidential
X	Linda Harris, Academic Senate
	Shannon Hill, Executive Director Foundation
X	Doug Highland, Academic Senate
X	Jenn Martin, Performing Arts, CCFT

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X	Hunter Perry, CCCUE
	Alan Ross, Academic Senate
X	Debra Stakes, CCFT
X	Keith Stearns, Classified Manager
X	Mark Stengel, Library, Academic Director
X	Gil Stork, Superintendent/President, <i>Ex-Officio</i>
X	<b>Dan Troy, Vice President for Administrative Services, Co-Chair</b>
X	Deb Wulff, Vice President for Academic Affairs
	Recorder: M. Foppiano
	Guests: Janet Shephard, Madeline Medeiros

## Committee Initiatives

ACCJC Standard(s)	In Progress	Completed	
Standard I.B		X	1. Incorporate an identification and prioritization process for institutional-wide needs onto the existing prioritization process.
Standard I.C.	X		2. Identify and implement opportunities for campus-wide training and communication on budget development and the Resource Allocation Process.
Standard I.C., IV.A		X	3. Complete review of Board policy on District reserve and provide recommendation as needed.
Standard I.B, I.C., IV.A		X	4. Oversee the process in the 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
<p>2. Cluster Presentations (Each Cluster Leader will present their top 10 cluster priorities and will be limited to 10 minutes for their presentation. As a reminder, all committee members must be present at this meeting in order to vote.)</p> <ul style="list-style-type: none"> <li>• Administrative Services</li> <li>• Academic Senate</li> <li>• Workforce &amp; Economic Development</li> <li>• Math, Science, Nursing, Allied Health</li> <li>• President</li> <li>• Academic Affairs</li> <li>• Arts, Humanities</li> <li>• Institution-Wide Cluster</li> <li>• Student Services</li> </ul>	<p>Troy Baxley Cascamo Curtis Stork Wulff Medeiros Stork Ewins</p>	<p>10 min 10 min 10 min 10 min 10 min 10 min 10 min 10 min</p>	I, D, A	<p><b>Cluster Presentations</b></p> <p><a href="#">Administrative Services</a>  <a href="#">Academic Senate</a>  <a href="#">Workforce &amp; Economic Development</a>  <a href="#">Math, Science, Nursing</a>  <a href="#">President</a>  <a href="#">Academic Affairs</a>  <a href="#">Arts, Humanities</a>  <a href="#">Institution-Wide Cluster</a>  <a href="#">Student Services</a></p> <p>Cluster presentations consisted of 10-minute presentations, including Q&amp;A. The committee was instructed to give their highest rank (highest need) 40 points, second-highest rank (second highest need) 39, etc., which would result in scoring only the top 40 priorities among all three worksheets (One-time, Ongoing, Technology). Members were required to be present during all cluster presentations in order to be eligible to vote.</p> <p>The 2017-2018 District Resource Allocation Prioritization <u>Subjective</u> Scoresheet (On-Going, One-Time and Technology) was sent out on April 21st to all P&amp;B members and due electronically to M. Foppiano by 5:00 p.m. on Friday, April 28, 2017.</p>

### Cluster's Top Institutional Priorities (2017-18) – 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
6	Human Resources	Recruiting – Social Media	Human Resources will provide an effective and constituent application process and recruitment process as assessed by applicants and hiring committees.			Equal Employment Opportunity Plan Title 5 53021 (a) ACCJC Standard III
5		<b>Points:</b>	20	0	0	5

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification
9	Research	Tableau - Maintenance	Provide longitudinal and disaggregated data analysis to provide cohesive and substantive information supporting district-wide data needs for college planning, accreditation, student learning, student equity, programs and service needs and resource allocation.	Supports district-wide data needs for college planning, accreditation, student learning, student equity, programs and service needs and resource allocation.		
2		<b>Points:</b>	20	20	0	0

### Cluster's Top Institutional Priorities (2017-18) – 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
2	Human Resources	Title IX Training Package	Human Resources will ensure compliance with all regulatory bodies including Federal and State laws.		1.6 Persistence of first time students.  This resource will ensure the college is able to address Title IX issues with a trauma informed approach and by supporting students who have gone through such a trauma.	Title IX Education Code Section 67386
9		<b>Points:</b>	20	0	4	3

Cluster Rank	Program	Request	Outcomes (SLO, ALO, SSO) Justification	Institutional Learning Outcomes Justification	Standards (IAS, IEO) Inst. Objectives Justification	Health, Safety, Regulatory Justification
7	Human Resources	Classification Study	Human Resources will ensure effective implementation and compliance with the District's EEO plan as part of the plan's assessment and plan for improvement.			Accreditation Standard III
4		<b>Points:</b>	20	0	0	5

Prior Year's Top Ten Priorities for Funding Status Update

# Cluster Plan Request Summary

Cluster Rank	Description	Request Type (One-time, On-going, Technology)	Amount Requested
1	Director of Marketing	Ongoing	100,000
2	Title IX Training Package	One-Time	7,500
3	Graphic Designer .75 FTE > 1.0 FTE	Ongoing	14,000
4	Data Warehouse	Ongoing	50,000
5	Advertising	Ongoing	100,000
6	Recruiting – Social Media	Ongoing	5,000
7	Classification Study	One-Time	50,000
8	Video Equipment – Advancement/Marketing	One-Time	15,000
9	Tableau Server	One-Time	125,000
10	Tableau Server	Ongoing	25,000

### Prior Year's Top Ten Priorities for Funding Status Update

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	Personnel - Academic Managers, Classified Managers, & Confidential Employees	Dean of Institutional Effectiveness	135,000	No		
2	Human Resources	Personnel - Classified Employee: Permanent, Short-Term & Substitute	Part-time Benefits Specialist	48,000	No		
3	Marketing and Advancement	Supply - Instructional	Marketing Advertising Funds	50,000 - 200,000	Yes	GF – Partially Funded	Due to a restructure in advancement, \$25,000 of new dollars is being allocated to the marketing budget from the advancement general fund budget
4	Research	Technology - Non-Instructional	Data Warehouse	50,000	No		The District has not benefited from the longitudinal and disaggregated data analysis that would provide cohesive and substantive information supporting district-wide data needs for college planning, accreditation, student learning, student equity, programs and service needs and resource allocation.

**Prior Year's Top Ten Priorities for Funding Status Update**

5	Research	Personnel - Academic Managers, Classified Managers, & Confidential Employees	Associate Director Research	20,000	No		
6	Human Resources	Supply - Instructional	Social Media Recruiting Fees	5000	Yes	CAT – EEO One-time funding from CCCCCO	The department has been able to recruit on social media and other websites (i.e. Facebook and Indeed.com) where 13% of applicants identified they viewed the opening.
7	President	Facilities	Upgrade Admin Conference Room	1500	No		
8	Research	Personnel - Classified Employee: Permanent, Short-Term & Substitute	Clerical Support Research	21,000	No		
9	Advancement	Personnel - Academic Managers, Classified Managers, & Confidential Employees	Director Major Gifts	100,000	No		
10	Human Resources	Supply - Non-Instructional	Classification Study	50,000	No		