



## Planning & Budget Committee Minutes

December 4, 2018 | 3:00 p.m. – 5:00 p.m. PDC Rm. 3134/Polycom N1007

**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	Greg Baxley, CCFT
X	Steve Budke, CCCUE
X	Rick Camarillo, Foundation
X	Emily Conrad, CCCUE
X	Jason Curtis, Dean Academic Affairs
	<b>Bill Demarest, CCFT, Co-Chair</b>
	Michele Evans, CCCUE
X	Todd Frederick, Confidential
X	Doug Highland, Academic Senate
	Kim Kekaha, CCCUE
X	Susan Iredale Kline, Academic Senate
X	John Knutson, CCFT
X	Allison Merzon, Academic Senate
X	Stacy Millich, Academic Senate

X	Cherie Moore, Academic Senate
	<b>Hunter Perry, CCCUE, Co-Chair</b>
	Mark Sanchez, Vice President for Student Services and College Centers
X	Debra Stakes, CCFT
	Jill Stearns, Superintendent/President, <i>Ex-Officio</i>
X	Keith Stearns, Classified Manager
	Walker Subbotin, ASCC rep
X	<b>Dan Troy, Vice President for Administrative Services, Co-Chair</b>
X	Deb Wulff, Vice President for Academic Affairs
	Administrative Support: M. Foppiano
	Guests: Chris Green, Erin Lastreto, Madeline Medeiros, Catherine Riedstra

## Committee Initiatives 2018-2019

ACCJC Standard(s)	In Progress	Completed	
			1. Technology Plan Review
			2. Pursue alternative revenue sources
			3. Planning for new funding formula
			4. Find ways to educate/communicate to the community about the new funding formula
			5. ISER Initiative (Accreditation)
			6. Information necessary to support FT faculty hiring recommendation
			7. Outline information necessary to review district staffing

AGENDA ITEMS		WHO	TIME	INTENT	ACCJC Standard and /or Institutional Goal/Objective
1.	Approval of Agenda	All	1 min.	Action	<p>II.B</p> <p>Troy noted that there would not be a second meeting in December. The next meeting would be held on January 29, 2019, the 5<sup>th</sup> Tuesday of the month.</p> <p><b>Upon a motion by Stakes/Frederick, the Agenda was approved.</b></p>
2.	Approval of Minutes <a href="#">October 2, 2018</a> and <a href="#">November 6, 2018</a>	All	2 min	I, D, A	<p><b>Upon a motion by Millich/Knutson, the Minutes of October 2, 2018 and November 6, 2018 were approved.</b></p>
3.	Student Services Reorganization	Riedstra	10 min	I, D	<p><a href="#">Student Services Reorg Chart</a></p> <p>Catherine Riedstra and Erin Lastreto gave a presentation on the reorganization of Student Services. Riedstra explained that with the retirement of the Director of Admissions &amp; Records, an opportunity arose to reorganize Student Services to better serve the students. The decision was made to reorganize Student Services based on the Guided Pathways model. Under this reorg, no new staff was hired. Reclassifications came from the savings of not rehiring the Director of A&amp;R and two vacant positions.</p> <p>Staff was organized into either helping students choose their pathway (Enrollment Services) or helping students stay on their pathway (Student Success.)</p> <p>Riedstra and Lastreto went through the new organizational charts with the P&amp;B Committee.</p>

				<p>When a student enters Cuesta, their first point of contact by phone/email/in person will be the Enrollment Success Specialist at all three locations (NCC, SC and SLO). There will be one phone number that will ring at all sites at all times. Students will sit with the same Enrollment Success Specialist through gathering information, completing the Application, and up until they have reached their capacity.</p> <p>Lastreto added that student flow is seasonal. By week 3 or 4 when things slow down, the Enrollment Success Specialist can perform outreach at the high schools. The Enrollment Success Specialist could also have a regularly occurring schedule at the high school.</p> <p>The re-org has occurred but people are not functioning in the new positions yet because the job descriptions have not been approved by the Board.</p> <p>A discrepancy was discovered in the new Financial Aid Org Chart presented to the committee. Riedstra stated that a newer version of the Financial Aid Org Chart existed and she would send that out to the committee. Please see links below:  Financial Aid – Current  Financial Aid – New</p>	
4.	Resource Allocation Update	All	15 min	I, D	<p><a href="#">On-Going</a>  <a href="#">One-Time</a></p> <p>Troy presented the updated On-Going and One-Time Resource Allocation Prioritization tables, which details what activities have been funded as of December. He further noted that seeing the one-time priorities as ranked in the Spring would provide helpful context for Agenda Item #5.</p>
5.	Instructional Equipment Allocation	Co-Chairs	20 min	I, D, A	<p><a href="#">Math Computer Labs</a></p> <p>Troy explained that we need to decide how to spend the remaining Instructional Equipment Funds.</p> <p>Wulff stated that Due to AB 705, students must have the opportunity to complete transfer level math within their first year at Cuesta. She added that if the funding for the math labs goes above \$60K, VPAA will fund the remainder. Discussion took place regarding the need to fund new math labs.</p>

				<p>Curtis explained that the 2<sup>nd</sup> highest priority on the Resource Allocation Prioritization list was the Dean of Art &amp; Humanities for an upgrade to the English department classrooms, which also falls under AB 705.</p> <p>Upon a motion by Wulff/Camarillo, it was approved to use Instructional Equipment dollars to fund the Math Labs as a first priority. If there are any Instructional Equipment funds remaining, they will refer to the Resource Allocation Prioritization list and fund in priority order. If there are insufficient Instructional Equipment dollars to fund the project, the VPAA will fund the balance.</p> <p>The motion passed with one abstention by Susan Iredale Kline.</p>	
6.	FT Faculty Hiring Decision	Stearns	15 min	I, D	<p>Dr. Stearns was not at today's meeting, so Troy provided the President's decision for Full-Time Faculty Hiring. Dr. Stearns has decided to hire 5 FT faculty , increasing position control by 2.</p> <p>English – 2 positions  Mathematics – 2 positions  Agriculture &amp; Plant Science – 1 position</p> <p>Millich recommended re-agendizing this item for a subsequent meeting so that Dr. Stearns could explain in more detail her decision and the committee could have an opportunity to ask questions.</p>
7.	ISER Update	Co-Chairs	5 min	I, D	<p>Troy informed the committee that the workgroup was continuing to gather evidence and were confident of meeting Standard III.D. Once they have gathered all the evidence, they will meet with the Accreditation Co-Chairs D. Wulff and K. Bontenbal.</p> <p>Upon a motion by Kline/Merzon, the meeting adjourned at 4:08 p.m.</p>

Next Meeting  
January 29, 2019 | 3:00pm – 4:30pm – **PDC Rm. 3134**/Polycom N1007