



## Planning & Budget Committee Minutes

May 19, 2020 | 3:00 p.m.– 4:30 p.m.

### **ZOOM MEETING (Video/Telephone Conference Meeting)**

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/92443035218>

#### 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 checked="" 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 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 type="checkbox"/>	Madeline Medeiros, Dean Academic Affairs
<input 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 checked="" type="checkbox"/>	Todd Frederick, Confidential
<input type="checkbox"/>	Wesley Sims, Academic Senate
<input type="checkbox"/>	Will Wooster, CCCUE
<input checked="" type="checkbox"/>	Administrative Support: M. Foppiano
<input type="checkbox"/>	Guests: Jo Malizia, Chris Green, Kevin Bontenbal, Katie Voice



San Luis Obispo County Community College District

Committee Initiatives ACCJC Standard(s)	In Progress	Complete	Timeline	Initiatives			
	X			1) Technology Plan Review			
	X			2) Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community			
	X			3) Maintain current revenue streams and pursue additional revenues/savings/efficiencies			
	X			4) Develop a process to monitor the implementation of the Educational and Facilities Master Plan			
	X			5) Continue to support ISER development			
AGENDA ITEMS				WHO	TIME	INTENT	ACCJC Standard or Institutional Goal/Objective
1. Approval of Agenda				All	1 min.	Action	Upon a motion by Demarest/Stakes, the agenda was approved.
2. Approval of Minutes • <a href="#">Minutes of May 5, 2020</a>				All	2 min	I, D, A	Upon a motion by Demarest/Perry, the agenda was approved.

<p>3. State Update</p> <ul style="list-style-type: none"> <li>• May Revise</li> </ul>	<p>Troy</p>	<p>15 min</p>	<p>I, D</p>	<p><a href="#">Joint Analysis of 2020-2021 May Revision Categorical Reductions for Basic Aid Districts</a></p> <p>D. Troy went over the May Revise. He stated that with the COVID-19 pandemic, and the economy being shut down to a significant degree, there was a major impact to state revenues. The Governor announced that the budget year problem for the state was around \$54 billion. Troy also noted there is a possibility that the state may need to revise the budget early in the fall, when more complete economic information is available.</p> <p>Proposed May Revision changes:</p> <ul style="list-style-type: none"> <li>• Prop 98 K-14 down from \$84 billion to \$70.5 billion.</li> <li>• Community Colleges funding was \$9 billion, down to \$7.6 billion</li> <li>• SCFF – 10% reduction</li> <li>• Cut to Strong Workforce Program</li> <li>• Student Equity and Achievement reduced by 15%</li> <li>• Reduce CalBright by \$3 million</li> <li>• Deferring apportionment payments of \$332 million from 19-20 to 20-21 and doubling that deferral to \$662 million in 20-21 to 21-22.</li> </ul> <p>Troy stated that with the estimated \$4M reduction of our SCFF by the Governor’s proposal, our local revenue would actually exceed our state funding. That would make us a basic aid district, albeit a low-funded one. Troy noted, though basic aid districts would receive larger categorical program cuts, so the district would get the \$4 million cut one way or another.</p>
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			<p>Our District qualifies for Basic Aid by around \$600,000. The property taxes shown here are an estimate.</p> <p>Troy went over the contingency account:</p> <ul style="list-style-type: none"> <li>• 2019-2020 -- \$4 million</li> <li>• 2020-2021 -- \$1.2 million</li> <li>• 2021-2022 – (\$2.1) million (This means we would not have the money to fund our required reserve).</li> </ul> <p>The question was asked if we would be able to access money from our PARS account. Troy responded that it is an option that is available to us.</p> <p>Troy concluded that the size of this problem is very deep. If instruction is primarily online in the fall, we would not collect parking fees, community programs, child care. So, the budget problem may be bigger than just the reduction proposed by the Governor.</p> <p>Dr. Stearns thanked Troy, Green and Richerson for their hard work in getting these numbers put together so quickly.</p> <p>Stakes questioned whether updated information would be shared with the committee. Troy confirmed that not only the committee but the District would be apprised of budget development. Stearns added that the Marketing Department was in the process of creating a Budget web page containing current and updated budget development.</p>
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<p>4. Final 2020-2021 Budget Assumptions &amp; Criteria</p>	<p>Troy</p>	<p>10 min</p>	<p>I, D, A</p>	<p><a href="#">2020-2021 Budget Assumptions &amp; Criteria</a></p> <p>Troy presented the draft 2020-2021 Budget Assumptions. The District’s Budget Assumptions will be updated and finalized based on the Final State Budget.</p> <p>The following changes were highlighted:</p> <ul style="list-style-type: none"> <li>• State Aid will be reduced by 8%</li> <li>• Instructional Equipment reduced to \$0</li> <li>• COLA reduced to 0%</li> <li>• PERS &amp; STRS rates will go down</li> <li>• Worker’s Comp rate goes up slightly</li> <li>• FON 2019 – Fall 2019 was 56.3FT to 43.7% PT</li> <li>• EPA was originally called Prop 30 and is now called Prop 55</li> </ul> <p>The following feedback was suggested:</p> <ul style="list-style-type: none"> <li>• Clarifying statement regarding our apportionment and that it will be funded by local revenue (Basic Aid)</li> </ul> <p>Troy explained that this item was presented to the committee for discussion/information only. At this point, this is still a draft and budget revisions would continue.</p>
<p>5. Budget Projections</p>	<p>Troy</p>	<p>10 min</p>	<p>I, D</p>	<p>Budget Projections</p> <p>This item was discussed as part of Item 3.</p>
<p>6. 5-Year Capital Outlay Plan</p> <ul style="list-style-type: none"> <li>• Order of Priority</li> </ul>	<p>Troy</p>	<p>5 min</p>	<p>I, D, A</p>	<p><a href="#">Order of Priority</a></p> <p><b>Upon a motion by Demarest/Stakes, the 5-Year Capital Outlay Plan, Order of Priority, was approved.</b></p>

<p>7. Institutional Self-Evaluation Report (ISER) Draft Approved feedback from the draft's first round through the governance process has been added. Section C in the Introduction has been inserted since it was presented for a first read.</p>	<p>Curtis</p>	<p>10 min.</p>	<p>I, D</p>	<p>ACCJC I.A, I.B, I.C, II.A, II.B, II.C, III.A, III.B, III.C, III.D, IV.A, IV.B, IV.C IG 1, 2, 4, 5 IO 1.1, 1.2, 2.1, 2.2, 2.3, 2.4</p> <p><a href="#">2020 ISER Draft</a></p> <p>Kevin Bontenbal requested feedback regarding the second read on the ISER draft. He explained that the document was close to being in final form. There is evidence to still attach, minor edits, etc. This will go to the Board for approval in June, after which it will be ready to be submitted to ACCJC.</p> <p><b>Upon a motion by Tucker/Knutson, the ISER draft was approved.</b></p> <p>Troy informed the committee that Kevin Bontenbal would be leaving the District in August. Bontenbal explained that he had accepted a Vice Presidency position with ACCJC. The committee congratulated Kevin and wished him well.</p>
<p>8. Committee Assessment</p>	<p>All</p>	<p>5 min</p>	<p>I, D, A</p>	<p><a href="#">Draft 2019-2020 P&amp;B Assessment Survey</a></p> <p>Troy went over the Draft Assessment Survey with the Committee. He explained that Institutional Research would send out the survey in the next few days.</p> <p><b>Upon a motion by Demarest/Stakes, the draft Assessment Survey was approved.</b></p>
<p>9. District's Resource Allocation Prioritization Results</p>	<p>All</p>	<p>5 min</p>	<p>I, D</p>	<p><a href="#">2020-2021 Resource Allocation Priorities</a></p> <p>The committee reviewed the final results of the 2020-2021 Resource Allocation Prioritization.</p> <p>Troy explained that his recommendation to the Superintendent/President would be that if the committee did fund anything new, it should be directed to service delivery needs relative to the COVID pandemic.</p>

<p>10. Review Committee Initiatives for End-of-Year Report</p>	<p>All</p>	<p>10 min</p>	<p>I, D, A</p>	<p><a href="#">Draft P&amp;B End of Year Report</a> <b>Troy went over the Committee Initiatives set for the year.</b></p> <table border="1"> <tr> <td data-bbox="1438 289 1969 365"> <p><b>1. Technology Plan Review – Carry forward</b></p> </td> </tr> <tr> <td data-bbox="1438 365 1969 516"> <p><b>2. Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community – Carry forward</b></p> </td> </tr> <tr> <td data-bbox="1438 516 1969 646"> <p><b>3. Maintain current revenue streams and pursue additional revenues/savings/efficiencies - Carry forward</b></p> </td> </tr> <tr> <td data-bbox="1438 646 1969 841"> <p><b>4. Develop a process to monitor the implementation of the Educational and Facilities Master Plan – Complete</b> <b>(This will lead to another initiative next year since the process is now in place)</b></p> </td> </tr> <tr> <td data-bbox="1438 841 1969 938"> <p><b>5. Continue to support ISER development (Accreditation) - Complete</b></p> </td> </tr> </table> <p>Troy explained that the co-chairs will complete the rest of the End of Year Report.</p>	<p><b>1. Technology Plan Review – Carry forward</b></p>	<p><b>2. Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community – Carry forward</b></p>	<p><b>3. Maintain current revenue streams and pursue additional revenues/savings/efficiencies - Carry forward</b></p>	<p><b>4. Develop a process to monitor the implementation of the Educational and Facilities Master Plan – Complete</b> <b>(This will lead to another initiative next year since the process is now in place)</b></p>	<p><b>5. Continue to support ISER development (Accreditation) - Complete</b></p>
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<p>11. Adjourn</p>	<p>All</p>			<p>Troy thanked the committee for their hard work and input during the year.</p> <p>Dr. Stearns expressed her appreciation to the committee for their excellent work. She also thanked everyone for their participation and hard work on the ISER report.</p> <p>Meeting adjourned at 4:27 p.m.</p>					

Next Meeting

August 18, 2020 | 3:00-4:30 p.m. | PDC-Rm. 3134/Polycom N3102

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

- Mission Statement

Planning & Budget Agenda: May 19, 2020



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