



Planning & Budget Committee Minutes

January 21, 2020 | 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 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 checked="" type="checkbox"/>	Jason Curtis, Interim Vice President of Academic Affairs
<input checked="" type="checkbox"/>	Jill Stearns, Superintendent/President, <i>Ex-Officio</i>
<input type="checkbox"/>	John Knutson, Academic Senate
<input 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 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 checked="" type="checkbox"/>	Todd Frederick, Confidential
<input type="checkbox"/>	Wesley Sims, Academic Senate
<input type="checkbox"/>	Will Wooster, CCCUE
<input type="checkbox"/>	Administrative Support: M. Foppiano
<input type="checkbox"/>	Guests: Chris Green, Julia Thompson, Joann Malizia



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	1.B Upon a motion by Stakes/Curtis, the Agenda was approved.
2. Approval of Minutes Minutes of November 19, 2019 Minutes of December 3, 2019	All	2 min.	Action	Upon a motion by Kline/Conrad, the Minutes of November 19, 2019 and December 3, 2019 were unanimously approved.
3. State Update: Governor's January Budget	Troy	15 min.	I, D	Troy provided a brief update on the Governor's Budget: <ul style="list-style-type: none"> • Prop 98 split • COLA at 2.29% • Support districts' food pantry services • Fund Dreamer resource liaisons & related support services • \$120,000 allocated to Cuesta for deferred maintenance / instructional equipment • No major changes proposed for the SCFF calculation for 2020-21 • No new money for pension relief • No new money to hire Full-Time Faculty
4. Budget Assumptions & Criteria	Troy/Green	15 min.	I, D	III.D Draft Budget Assumptions & Criteria Troy stated that changes to the Budget Assumptions are highlighted in yellow. The significant changes include detailing estimated funding for COLA and for Instructional Equipment/Deferred Maintenance.



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5. FTES Update	Curtis	5 min.	I, D	Curtis explained that we previously looked at where we were in the Fall 2019 term, and what the spring schedule might yield at that point. As it turns out, the model overestimated Fall 2018 and underestimated Fall 2019. The expectation was that we would be 42 FTES ahead. The final for the end of Fall is 3843.3. The target was 3799, which is 144 above and beats the previous Fall by 122.6.
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<p>6. Review Committee Initiatives</p>	<p>All</p>	<p>10 min.</p>	<p>I, D</p>	<p>1. Technology Plan Review K. Stearns stated that the Tech Committee will review initiatives this week. Tech Plan was “In Progress” and will be completed this year.</p> <p>2. Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community This initiative is “In Progress” It was suggested changing “community” to the “college community”</p> <p>3. Maintain current revenue streams and pursue additional revenues/savings/efficiencies</p> <ul style="list-style-type: none"> • Dr. Stearns is looking into additional sites to increase FTES in South County • Increasing FTES through our International Students <ul style="list-style-type: none"> ○ M. Sanchez explained that Cuesta was looking into partnering with other countries to build a working relationship which would help streamline the VISA process • Land usage in North County <p>4. Develop a process to monitor the implementation of the Educational and Facilities Master Plan D. Troy and B. Demarest will meet to discuss this in more detail.</p> <p>5. Continue to support ISER development</p> <ul style="list-style-type: none"> • This is “In Progress”
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<p>7. Institutional Self Evaluation Report (ISER) Drafts Description: The Accreditation Steering Committee is submitting 1st Read drafts of Standards I.C and IV.C, Report Introduction and Quality Focus Essay (QFE) 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>	Curtis	10 min.	I, D	<p>ACCJC II.A</p> <p>Standard-I.C-Draft-11-19-19.pdf</p> <p>Standard IV.C</p> <p>Introduction</p> <p>Quality Focus Essay</p> <p>J. Curtis explained that these are first-read drafts, except for the Quality Focus Essay which has been edited to add Responsible Parties and Timelines. At the next meeting, these will be presented for a final read.</p> <p>B. Demarest pointed out that the Mission Statement should be separated from Student Enrollment Data.</p>
<p>8. Adjourn</p>	All			Meeting adjourned at 4:17 p.m.

FUTURE AGENDA ITEMS

1.				
2.				

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

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

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