



Planning & Budget Committee Minutes

January 29, 2019 | 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
X	Bill Demarest, CCFT, Co-Chair
	Michele Evans, CCCUE
	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
X	Hunter Perry, CCCUE, Co-Chair
X	Mark Sanchez, Vice President for Student Services and College Centers
X	Debra Stakes, CCFT
X	Jill Stearns, Superintendent/President, <i>Ex-Officio</i>
	Keith Stearns, Classified Manager
X	Walker Subbotin, ASCC rep
X	Dan Troy, Vice President for Administrative Services, Co-Chair
	Deb Wulff, Vice President for Academic Affairs
	Administrative Support: M. Foppiano
	Guests: Ryan Cartnal, Chris Green, Madeline Medeiros

Committee Initiatives 2018-2019

ACCJC Standard(s)	In Progress	Completed	
	X		1. Technology Plan Review
	X		2. Pursue alternative revenue sources
	X		3. Planning for new funding formula
	X		4. Find ways to educate/communicate to the community about the new funding formula
	X		5. ISER Initiative (Accreditation)
	X		6. Information necessary to support FT faculty hiring recommendation
	X		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	II.B Troy requested that Agenda Item #5 <i>Multi-Year Projections</i> be deleted from this week's agenda. The projections are taking a little longer due to the new funding formula. Upon a motion by Stakes/Curtis, the Revised Agenda was approved.
2. Approval of Minutes November 20, 2018 and December 4, 2018	All	2 min	I, D, A	Upon a motion by Curtis/Millich, the Minutes from November 20, 2018 and December 4, 2018 were approved.
3. State Budget Update (Governor's proposal)	Troy	15 min	I, D	State Update Troy stated that growth rates for K-12 are actually going down, which is why the Proposition 98 funding growth is moderate. The State is projecting a robust COLA for next year, 3.46%. With STRS costs eating up everyone's budgets, Gov. Newsom is proposing to put general fund dollars into the STRS fund to help bring the fund into balance and the rates down. The Governor is proposing to buy-down the STRS rates that districts pay over the next two years. The Governor's budget proposal continues with the SCFF, but adjusts the

				implementation provisions pending further analysis. The State is pausing the phase-in and will keep the Success Grant to 10% in 2019-2020 and the full implementation of the SCFF will take place in 2020-2021.
4.	Draft Budget Assumptions and Criteria	All	10 min	I, D
				<p>Troy presented the draft 2019-20 Budget Assumptions and Budget Criteria.</p> <p>Update on changes:</p> <ul style="list-style-type: none"> COLA was updated PERS rate going up as scheduled STRS rate lower than what it would have been due to the Governor's proposal Worker's Comp rate is updated <p>Demarest was concerned with the decrease in the number of FT faculty. Kline requested a graph showing data to compare.</p>
5.	Multi-year Projections	Co-Chairs	10 min	I, D,
				This item has been re-agendized to a later date.
6.	FTES update	Wulff/Cartnal	15 min	I, D
				Ryan Cartnal walked through a FTES projection model originally developed by Modesto. Based on this model, the Spring projection is down about 30 FTES, but the totals may improve due to positive attendance counts and late-term courses.
7.	Workgroup on Staffing Recommendations	Co-Chairs	5 min	I, D, A
				<p>Troy stated that the workgroup met back in early December regarding one of P&B's initiatives "Outline information necessary to review district staffing." The workgroup met to discuss what information should be brought to the committee annually regarding staffing.</p> <p>Workgroup Feedback:</p> <ul style="list-style-type: none"> Committee would like the table that showed "budgeted positions" "filled positions" to be brought forth annually. This document should

				<p>contain bulleted highlights suggested by the co-chairs</p> <ul style="list-style-type: none">• Make it a standard that reorganizations be brought to the committee as information items. Plus, the presentation should identify any costs and/or savings.• PARF form – bring copies once a year (possibly at Orientation) to see what type of justification is required when hiring a new or replacement position• Consider a process for eliminating dormant and/or vacant positions for position control. This may need to be vetted through legal. <p>Millich stated that when reorgs are done in student-centered areas, by definition they impact faculty, even if it's not actually faculty being reorganized. She would like to see it become customary if a reorg includes classified staff whereby changes to their role has an impact on instruction, that those reorg plans come to Academic Senate as well. Troy was not sure that it was the purview of this committee to direct managers to other committees or groups.</p> <p>Millich felt that the purview of this committee was looking at and making recommendations around when staffing decisions are made, how are we going to sunshine that, how will we make it efficient. She added that having faculty feedback would be in the purview of the recommendations of the workgroup on staffing.</p> <p>Sanchez questioned how that would be operationalized.</p>
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				<p>Demarest felt that the structure of a re-org goes outside of this committee.</p> <p>Millich explained that her suggestion to the workgroup was that Academic Senate be included in the loop.</p> <p>Merzon said that this group is not just budget, this group is planning. An information item for a re-org comes here not just for review but we are supposed to be part of the planning for that.</p> <p>This item will be re-agendized.</p>
8. Mid-Year Committee Report	Co-Chairs	5 min	I, D, A	Troy explained that the 2018-2019 Mid-Year Committee Report was due. 2018-2019 Committee Initiatives were discussed. All initiatives were deemed "In Progress," except for SCFF communication was deemed complete for this year.
1. APPR reminder	Co-Chairs	5 min	I, D	<p>Discussion took place on Cluster Presentations and how long the presentations should last, and on how many priorities should be brought forward. One of the main concerns is the lack of time to ask questions, since the presenters are always pressed for time. Cluster leaders would still submit 10 funding priorities regardless of any direction or limits placed on the presentation.</p> <p>Question for the committee is: Do we want to limit the number presented from 10 to 5? Do we want to provide direction?</p> <p>Feedback received:</p> <ul style="list-style-type: none"> Ask cluster leaders to present on the 10. Give people a certain amount of time to present and allow them to choose what they bring forward.

				<p>Give them 10 minutes and allow them to allocate time as they see fit. Giving flexibility shows their priorities.</p> <ul style="list-style-type: none">• You can use all 10 minutes to present all 10 but if you prefer, focus on the top 2-5.• Direction could be provided to recommend presenters to limit discussion to items most likely to be funded.• Keep it vague <p>The co-chairs will draft a communication to budget managers.</p> <p>Upon a motion by Millich/Kline, the meeting adjourned at 4:35 p.m.</p>
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Next Meeting

February 5, 2019 | 3:00pm – 4:30pm – **PDC Rm. 3134**/Polycom N1007