



## Planning & Budget Committee Agenda

October 1, 2019 | 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 type="checkbox"/> | Bill Demarest, CCFT   |
| <input type="checkbox"/> | Dan Troy, Vice President of Administrative Services, Co-Chair |
| <input type="checkbox"/> | Debra Stakes, CCFT  |
| <input type="checkbox"/> | Doug Highland, Academic Senate                                |
| <input type="checkbox"/> | Emily Conrad, CCCUE   |
| <input type="checkbox"/> | Greg Baxley, CCFT   |
| <input type="checkbox"/> | Hunter Perry, CCCUE, Co-Chair                                 |
| <input type="checkbox"/> | Jason Curtis, Interim Vice President of Academic Affairs      |
| <input 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 type="checkbox"/> | Keith Stearns, Classified Manager                             |

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|--------------------------|--|
| <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 type="checkbox"/> | Rick Camarillo, Foundation   |
| <input type="checkbox"/> | Roland Finger, Academic Senate                                       |
| <input type="checkbox"/> | Susan Kline, Academic Senate, Co-Chair                               |
| <input 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:  |

**Committee Initiatives:**

ACCJC Standard(s)	In Progress	Complete	Timeline	Initiatives
				<b>1) Technology Plan Review</b>
				<b>2) Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community</b>
				<b>3) Maintain current revenue streams and pursue additional revenues/savings/efficiencies</b>
				<b>4) Develop a process to monitor the implementation of the Educational and Facilities Master Plan</b>
				<b>5) Continue to support ISER development</b>

AGENDA ITEMS	WHO	TIME	INTENT	ACCJC Standard or Institutional Goal/Objective
<b>1. Approval of agenda</b>	All	2 min.	Action	1.B
<b>2. Approval of minutes from <a href="#">September 17, 2019</a></b>	All	5 min.	Action	I.B
<b>3. State Update</b> Description: <a href="#">BOG Budget Request for 2020-21</a>	Troy	10 min.	I, D	III.D
<b>4. Institutional Self Evaluation Report (ISER) Drafts – 1<sup>st</sup> Read Standard II.A</b> Description: The Accreditation Steering Committee is submitting the draft of II.A for a 1 <sup>st</sup> read. Please provide feedback on content only -- style and formatting will be edited later.	Curtis	15 min.	Discussion	ACCJC II.A <a href="#">Standard II.A Draft 9-16-2019</a>
<b>5. <a href="#">311 Annual Report</a></b> Description: The Annual Financial Status Report, Form CCFS-311 summarizes and communicates the results of budgetary decisions and transactions of all governmental, proprietary, and fiduciary funds for the fiscal year. A major component of this annual report is the analysis of compliance with the 50 Percent Law. The District is reporting 50.29% for fiscal year 2018-19.	Troy/Green	10 min.	Information	III.D
<b>6. Information on Staffing</b> Description: The Committee will review budgeted and filled staffing levels among Administration, Management, and Classified staff.	Co-Chairs	10 min.	Info	Attachment
<b>7. SCFF Deep Dive: Supplemental Allocation</b> Description: The Committee will discuss how the supplemental allocation is calculated, and VP Sanchez will describe some strategies and initiatives underway to improve the District's outcomes	Sanchez	15 min.	I, D	

**FUTURE AGENDA ITEMS**

1.				
2.				



October 15, 2019 | 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