



Planning & Budget Committee Minutes

November 5, 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:

<p>Athene Gatley, CCCUE</p> <p>X Bill Demarest, CCFT</p> <p>X Dan Troy, Vice President of Administrative Services, Co-Chair</p> <p>X Debra Stakes, CCFT</p> <p>X Doug Highland, Academic Senate</p> <p>Emily Conrad, CCCUE</p> <p>X Erich Tucker, Academic Senate</p> <p>X Greg Baxley, CCFT</p> <p>X Hunter Perry, CCCUE, Co-Chair</p> <p>X Jason Curtis, Interim Vice President of Academic Affairs</p> <p>X Jill Stearns, Superintendent/President, <i>Ex-Officio</i></p> <p>John Knutson, Academic Senate</p> <p>Katie Mervin, Academic Director</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>Keith Stearns, Classified Manager</p> <p>Logan Chadwick, ASCC Rep</p> <p>Madeline Medeiros, Dean Academic Affairs</p> <p>Mark Sanchez, Vice President of Student Services and College Centers</p> <p>Rick Camarillo, Foundation</p> <p>Roland Finger, Academic Senate</p> <p>Susan Kline, Academic Senate, Co-Chair</p> <p>Todd Frederick, Confidential</p> <p>Wesley Sims, Academic Senate</p> <p>Will Wooster, CCCUE</p> <p>Administrative Support: M. Foppiano</p> <p>Guests: Julia Thompson, Joann Malizia</p>
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Committee Initiatives:

ACCJC Standard(s)	In Progress	Complete	Timeline	Initiatives
				Technology Plan Review
				Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community.
				Maintain current revenue streams and pursue additional revenues/savings/efficiencies.
				Develop a process to monitor the implementation of the Educational and Facilities Master Plan.
				Continue to support ISER development.
AGENDA ITEMS				
	WHO	TIME	INTENT	ACCJC Standard or Institutional Goal/Objective
1. Approval of agenda	All	2 min.	Action	1.B Upon a motion by Kline/Sanchez, the Agenda was approved.
2. Approval of minutes from <u>October 1, 2019</u>	All	5 min.	Action	I.B Upon a motion by Curtis/Frederick, the Minutes of October 1, 2019 were approved.
3. State Update Description:	Troy	10 min.	I, D	III.D Troy attended the ACBO conference last week. Highlights of conference: <ul style="list-style-type: none"> • He stated they received updates from the Chancellor's office as well as from Keith Curry, President of Compton Community College.

				<p>Curry spoke about equity and aspects from outside the classroom that impedes a student's path to success such as housing and security, mental health issues, hunger, etc. His current focus is on housing. Compton is looking at pre DSA-approved modular housing. Although, there is no current funding plan for the project.</p> <p>Troy noted other highlights from the conference:</p> <ul style="list-style-type: none"> • CCCCO is emphasizing increased diversity in hiring • Turnover at Chancellor's office continues to be a challenge.
<p>4. Institutional Self Evaluation Report (ISER) Drafts – Final Read Standard II.A Description: The Accreditation Steering Committee is submitting the draft of II.A for a 2nd read and approval. All approved feedback since the last presentation has been added. 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	15 min.	A	<p>ACCJC II.A <u>Standard II.A Draft</u></p> <p>Curtis stated that this was the second and final read before going back to the Accreditation Steering Committee. He asked for comments.</p> <ul style="list-style-type: none"> • The draft still had highlighted areas with question marks. Curtis explained those would go away after they received everyone's feedback and incorporated it all into the final read.



San Luis Obispo County Community College District

<p>5. SCFF Deep Dive: Student Success Allocation Description: The Committee will discuss how the Student Success Allocation is calculated, and VP Curtis will describe some strategies and initiatives underway to increase the District's points in the formula.</p>	<p>Troy/Cartnal/ Curtis</p>	<p>40 min.</p>	<p>I, D</p>	<p style="text-align: center;"><u>SCFF Success Allocation</u></p> <p>Troy provided a PowerPoint presentation and described how the Student Success Allocation was calculated. Overall, Cuesta does well on the Success metrics.</p> <p>Curtis discussed areas where the District is doing well with the new SCFF funding formula.</p> <p>Key discussion points by Curtis & committee:</p> <ul style="list-style-type: none"> • District is doing well with completion of Math/English in the first year. • AB705 brings increased possibility of growth • Cuesta does well on ADTs but less well on ADTs for Pell students • Guided Pathways should help but there is a gap in Pell students receiving ADTs relative to all students or Promise grant students • Need to get students to turn in FASFA. Also, students need to resubmit the FASFA in their second year • Curtis and Sanchez discussed auto-awarding of degrees. Many other colleges already do this.
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			<ul style="list-style-type: none"> • There was a suggestion to have a video of students speaking to students encouraging them to resubmit the FASFA in their second year. • Could we incentivize students to fill out the FAFSA? • Make sure marketing is directed at low-income communities and is also in Spanish • Big challenge is letting students leave for summer without having a Fall schedule. Summer and Fall classes could be scheduled at the same time. • Towards end of spring, ask your students “Who’s graduating?” Do you have your Fall schedule? Are you coming back? Are you taking classes in Summer?” • Overall, there needs to be more structure.
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<p>6. Recommendation of FT Faculty Hiring Workgroup</p>	<p>Co-Chairs/ Highland</p>	<p>10 min.</p>	<p>A</p>	<p><u><i>FT Faculty Hiring Memo</i></u></p> <p>Workgroup met to look over data for FT Faculty Position Control, percentage of FT instruction, FTES and composition of FTES, regulatory issues, and budgetary circumstances.</p> <p>The workgroup recommended an increase of position control by +1 for 2020-2021 and presented a draft memo to the Superintendent/President.</p> <p>They also made an additional recommendation of looking at incentives or other ways of encouraging early notification of faculty retirements.</p> <p>Committee recommends the following additions to the memo:</p> <ul style="list-style-type: none"> • Would like to see the historical FT faculty position control data over the last 5 or more years • Add specific data about the FTES <p><i>Upon a motion by Frederick/Curtis, the committee approved the FT faculty recommendation with the suggested amendments and to send revised recommendation electronically to committee.</i></p>
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<p>7. Deferred Maintenance/Instructional Equipment Funding split</p> <ul style="list-style-type: none"> The state is expected to allocate approximately \$90,000 to the District for deferred maintenance/instructional equipment. The committee will vote on a split between the two areas. <p>Recommendation: 50/50 split, per past practice</p>	Co-Chairs	5 min.	A	<p>Troy explained that the State is likely to allocate approximately \$90,000 to the District for deferred maintenance/instructional equipment. Districts are allowed to determine the split between the two areas.</p> <p>Troy recommended the past practice of a 50/50 split.</p> <p><i>Upon a motion by Stearns/Demarest, the committee approved a 50/50 funding split between deferred maintenance and instructional equipment.</i></p>
				The meeting adjourned at 4:35 p.m.

FUTURE AGENDA ITEMS				
1.				
2.				

December 3, 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