



Planning & Budget Committee Minutes

September 3, 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:

X	Greg Baxley, CCFT
X	Rick Camarillo, Foundation
X	Logan Chadwick, ASCC Rep
X	Emily Conrad, CCCUE
X	Jason Curtis, Interim Vice President of Academic Affairs
X	Bill Demarest, CCFT
X	Roland Finger, Academic Senate
X	Todd Frederick, Confidential
X	Athene Gatley, CCCUE
X	Doug Highland, Academic Senate
X	Susan Kline, Academic Senate, Co-Chair
	John Knutson, Academic Senate
X	Madeline Meideros, Dean Academic Affairs
	Katie Mervin, Academic Director

	Allison Merzon, Academic Senate
	Hunter Perry, CCCUE, Co-Chair
X	Mark Sanchez, Vice President of Student Services and College Centers
	Wesley Sims, Academic Senate
X	Debra Stakes, CCFT
X	Jill Stearns, Superintendent/President, <i>Ex-Officio</i>
X	Keith Stearns, Classified Manager
X	Dan Troy, Vice President of Administrative Services, Co-Chair
	Will Wooster, CCCUE
	Administrative Support: M. Foppiano
	Guests: Chris Green

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 Upon a motion by Demarest/Stakes, the Agenda was approved.
2. Minutes of May 16, 2019 & August 20, 2019	All	3 min	Action	Upon a motion by Stakes/Conrad, the Minutes of 5-16-19 and 8-20-19 were approved. Troy introduced Logan Chadwick, Student Rep for ASCC, to the committee.
3. 2019-2020 Final Budget	Troy/Green	15 min	I, D, A	2019-2020 Final Budget D. Troy stated that the Final Budget will be presented for approval to the Board of Trustees on Wednesday, September 4, 2019. He gave an overview of the final budget to the committee. The committee debated different approaches to display expected district revenues once the SCFF is fully implemented. Upon a motion by Kline/Stakes, the 2019-2020 Final Budget was approved with one opposition.
4. FTES	Curtis	10 min	I, D	Curtis presented a PowerPoint graph and an overview on FTES, and trends the district has seen. He discussed the work being done to boost FTES generating activities: CMC, county jail, DE classes, dual enrollment, and Emeritus. Since 2014-15, our FTES has made a slow and steady progression.
5. Streamlined Process for Program Name Changes or Additions (From College Council)	Curtis	10 min	I, D, A	ACCJC I.B, II.A, IV.A IO 1.2, 2.2 Program Name Change/Additions Form

				<p>Curtis explained that some programs have identified the need to change the name and prefix of a course, or to have multiple names for courses so that students can find them in the catalog or in class finder more easily. Although there is a process for new programs, it is much more complicated and time consuming than is required to simply add or change the name of a program. This process involves one form that is approved by the Planning and Budget co-chairs and then approved by College Council before going to the Curriculum Committee and the VPAA for final approval.</p> <p>Upon a motion by Kline/Demarest, the form for Program Name Change/Additions was approved.</p>
<p>6. Committee Initiatives for 2019-20:</p> <ul style="list-style-type: none"> • SCFF • Tech Plan Review • Alternative Revenues/Savings/Efficiencies • Anything else? 	Co-Chairs	20 min	I, D	<p>The committee suggested the following initiatives for 2019-2020:</p> <ul style="list-style-type: none"> • Tech Plan Review • Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community • Pursue Alternative Revenues/Savings/Efficiencies • Develop a process by which P&B monitors the implementation of the Educational and Facilities Master Plan • Continue to support ISER development • Potential initiative relating to use and prioritization of department budgets
<p>7. Identifying workgroup for FT Faculty Hiring Memo to Supt/President</p>	Co-Chairs	5 min	I, D	Re-agendized to 9-17-19
<p>8. ISER Drafts –1st Read (III.A & IV.B)</p> <p>The Accreditation Steering Committee is submitting drafts of III.A and IV.B for Cuesta’s ISER to P&B for a 1st read. 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	I, D	<p>Re-agendized to 9-17-19</p> <p>ACCJC III.A and IV.B Standard III.A Draft Standard IV.B Draft</p> <p>Upon a motion by Kline/Demarest, the meeting adjourned at 4:35 p.m.</p>

Next Meeting

September 17, 2019 | 3:00pm – 4:30pm – PDC/Polycom N3102