



## Planning & Budget Committee Minutes

May 16, 2019 | 3:00 p.m. – 4:30 p.m. Rm. 5402/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<br>Steve Budke, CCCUE   | X | Cherie Moore, Academic Senate<br><b>Hunter Perry, CCCUE, Co-Chair</b>   |
| X | Rick Camarillo, Foundation  | X | Mark Sanchez, Vice President for Student Services and College Centers   |
| X | Emily Conrad, CCCUE<br>Jason Curtis, Dean Academic Affairs                                    | X | Debra Stakes, CCFT<br>Jill Stearns, Superintendent/President, <i>Ex-Officio</i>   |
| X | <b>Bill Demarest, CCFT, Co-Chair</b><br>Michele Evans, CCCUE                                  | X | Keith Stearns, Classified Manager<br>Walker Subbotin, ASCC rep  |
| X | Todd Frederick, Confidential  | X | <b>Dan Troy, Vice President for Administrative Services, Co-Chair</b><br>Deb Wulff, Vice President for Academic Affairs |
| X | Doug Highland, Academic Senate<br>Kim Kekaha, CCCUE   |   | Administrative Support: M. Foppiano<br>Guests: Madeline Medeiros, Chris Green   |
| X | Susan Iredale Kline, Academic Senate<br>John Knutson, CCFT<br>Allison Merzon, Academic Senate |   |   |
| X | Stacy Millich, Academic Senate  |   |   |

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 Stakes/Sanchez, the Agenda was approved.
2. Approval of Minutes <a href="#">April 30, 2019</a>	All	2 min	I, D, A	Upon a motion by Millich/Conrad, the Minutes of April 30, 2019 were approved.
3. State Update <ul style="list-style-type: none"> <li>May Revise</li> </ul>	Troy	15 min	I, D	<a href="#">May Revise Memo</a>  Summary of changes from May Revise released May 9 <sup>th</sup> : <ul style="list-style-type: none"> <li>COLA set at 3.26%</li> <li>Many funding formula revisions were deferred to the oversight committee.</li> <li>Extending Hold Harmless out for one year.</li> <li>Refining the definition of a transfer outcome for the student success allocation, effective for 2018-19. Under the proposed definition, a student's successful transfer would be attributed to the student's district of residence. Under the current interpretation, a transfer is attributed to each district in which a student enrolled before transferring.</li> <li>\$275K in instructional equipment/deferred maintenance</li> <li>STRS contribution 16.7%, lower than anticipated</li> </ul>
4. Final 2019-2020 Budget Assumptions & Criteria	Troy	10 min	I, D, A	<a href="#">2019-2020 Budget Assumptions &amp; Criteria</a> Troy presented the draft 2019-2020 Budget Assumptions. The District's Budget Assumptions will be updated and finalized based on the Final State Budget.

				Baxley expressed concerned over the new process of having to request lottery funds from VPAA. <b>Upon a motion by Kline/Todd, the Budget Assumptions &amp; Criteria was approved.</b>	
5.	Multi-Year Projections	Troy	10 min	I, D	<a href="#">Multi-Year Projections</a> The committee discussed whether or not to include projections for the 2022-23 and 2023-24 fiscal years since the state hasn't finalized the SCFF metrics. <b>Upon a motion by Demarest/Kline, the Multi-Year Projections were approved.</b>
6.	District's Resource Allocation Prioritization Results	All	5 min	I, D	<a href="#">2019-2020 Resource Allocation Priorities</a> The committee went over the final prioritization results. This is informational only.
7.	5-Year Capital Outlay Plan • Order of Priority	Troy	5 min	I, D, A	<a href="#">5-Year Capital Outlay Plan</a> <b>Upon a motion by Frederick/Baxley, the 5-Year Capital Outlay Plan was approved.</b>
8.	Budget Carryover Requests	All	5 min	I, D, A	<a href="#">Student Success-Que Dang</a> <a href="#">Student Success-Erin Lastreto</a> <a href="#">Veteran's Center</a> Que Dang requested a carryover of \$36,000 in lottery fund dollars to spend in the 2019-2020 year for the purchase of textbooks. The committee discussed the process of how Lottery Fund dollars are allocated to departments. <b>Upon a motion by Camarillo/Highland, the motion was approved with one opposition and one abstention.</b>
9.	Process for making the annual Full-Time Faculty Hiring Recommendation	All	5 min	I, D, A	<a href="#">FT Faculty Hiring Rec Process</a> Troy explained that the workgroup came up with a recommendation for a process for Planning & Budget's Full-Time Annual Faculty Hiring Recommendation. (Please access the link above for a full description of the proposed process). <b>Upon a motion by Kline/Sanchez, the recommendation was approved.</b>
10.	Review Committee Initiatives for End-of-Year Report	All	10 min	I, D, A	<a href="#">P&amp;B End of Year Report</a> <b>Troy went over the Committee Initiatives set for the year.</b>

				<p>Technology Plan Review – <i>Carry forward</i>  Identify Revenue Sources and additional savings –  <i>Broaden item - Carry forward</i>  Planning for new funding formula - <i>Carry forward</i>  Find ways to educate/communicate to the  community about the new funding formula -  <i>Complete</i>  ISER Initiative (Accreditation) – <i>Complete</i>  Information necessary to support FT faculty hiring  <i>recommendation – Complete</i>  Outline information necessary to review district  staffing - <i>Complete</i>  <i>Upon a motion by Sanchez/Millich, the committee  initiatives were approved.</i></p>
11. Committee Assessment	All	5 min	I, D, A	<p><a href="#">Draft 2018-2019 Assessment Survey</a>  <i>Upon a motion by Millich/Moore, the draft 2018-  2019 Assessment Survey was approved.</i></p>
12.				<p><i>Upon a motion by Millich/Moore, the meeting  adjourned.</i></p>

Next Meeting  
August 20, 2019 | 3:00pm – 4:30pm – PDC/Polycom N1007