



Planning & Budget Committee Minutes

August 20, 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	Katie Mervin, Academic Director
X	Rick Camarillo, Foundation		Allison Merzon, Academic Senate
	Emily Conrad, CCCUE		Hunter Perry, CCCUE, Co-Chair
X	Jason Curtis, Interim Vice President of Academic Affairs		Mark Sanchez, Vice President of Student Services and College Centers
X	Bill Demarest, CCFT, Co-Chair	X	Wesley Sims, Academic Senate
X	Roland Finger, Academic Senate	X	Debra Stakes, CCFT
	Todd Frederick, Confidential	X	Jill Stearns, Superintendent/President, <i>Ex-Officio</i>
X	Athene Gatley, CCCUE	X	Keith Stearns, Classified Manager
X	Doug Highland, Academic Senate	X	Dan Troy, Vice President of Administrative Services, Co-Chair
X	Susan Kline, Academic Senate		Will Wooster, CCCUE
X	John Knutson, Academic Senate		Administrative Support: M. Foppiano
X	Madeline Meideros, Dean Academic Affairs		Guests: Kevin Bontenbal, 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 <i>Upon a motion by Stakes/Curtis, the Agenda was approved.</i>
2. Introductions	All	5 min	I	The committee introduced themselves.
3. Election of Faculty & CCCUE Co-Chair	All	5 min	I, D, A	<i>Upon a motion by Stakes/Knutson, Susan Kline was unanimously approved as faculty co-chair.</i> The committee thanked Bill Demarest for his service as co-chair of the committee. Hunter Perry was reappointed as Co-Chair of CCCUE.
4. Committee Initiative Review	All	5 min	I, D	The committee reviewed the initiatives from 2018-2019 and agreed that the following initiatives would continue for 2019-2020: <ul style="list-style-type: none"> • Tech plan • Pursue alternative revenue sources • Planning for New Funding Formula Suggested initiatives: <ul style="list-style-type: none"> • Compressed calendar This will be added as an item for discussion at our next meeting.
5. ISER Drafts – 2 nd Read (ERs, Policies, I.A & IV.A)	Curtis/Botenbal	15 min	I, D	<u>ASC Feedback</u>

<p>Purpose of Agenda Item – The Accreditation Steering Committee is submitting the ERs, Policies, I.A, and IV.A components for Cuesta’s ISER to P&B for a 2nd 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>				<p><u>Eligibility Requirements-Draft</u> <u>Policies Draft</u> <u>Standard I.A-Draft</u> <u>Standard IV.A</u></p> <p>Curtis explained that the goal is to collect feedback from the Central Committees and Academic Senate on the different standards for our Institutional Self-Evaluation Report. This is the second read for the four drafts. The final report will be coming back through all the committees.</p> <p>The focus is on:</p> <ul style="list-style-type: none"> • Are we telling the story in the right way? • Does the logic of our narrative make sense? • Does it appear that we have pinpointed the correct evidence to support our claims? <p>Curtis concluded that the goal was to collect feedback on all four pieces. Direct feedback for any of the drafts can be given to the co-chairs or via feedback on the Accreditation website.</p> <p>Troy requested clarification on formatting of the drafts. Upon a motion by Troy/Stearns, the 2nd read drafts were approved.</p>
<p>6. Orientation</p>	<p>Co-Chairs</p>	<p>35 min</p>	<p>I, D</p>	<p>B. Demarest gave an overview of the committee description and composition. He also gave a brief outline of the participatory governance process, the IPPR process, the Resource Allocation Process, and the Annual Budget Process.</p> <p>D. Troy went over the various financial reports for the District: The Apportionment Report; 311 Annual Report (covering the calculation of the 50% Law); the 320 FTES report, and the budget transfer report.</p> <p><u>Planning & Budget Orientation</u></p>

				<p>D. Troy provided a PowerPoint presentation on the State and district budget with the following highlights:</p> <ul style="list-style-type: none"> • Budget timeline • Budget History • Prop 98 • STRS/PERS costs • Old and New funding formula • Budget Challenges
				<p>Meeting adjourned at 4:40 p.m.</p>

Next Meeting

September 3, 2019 | 3:00pm – 4:30pm – PDC/Polycom N1007