



Planning & Budget Committee Agenda

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:

Greg Baxley, CCFT

Steve Budke, CCCUE

Rick Camarillo, Foundation

Emily Conrad, CCCUE

Jason Curtis, Dean Academic Affairs

Bill Demarest, CCFT, Co-Chair

Michele Evans, CCCUE

Todd Frederick, Confidential

Doug Highland, Academic Senate

Kim Kekaha, CCCUE

Susan Iredale Kline, Academic Senate

John Knutson, CCFT

Allison Merzon, Academic Senate

Stacy Millich, Academic Senate

Cherie Moore, Academic Senate

Hunter Perry, CCCUE, Co-Chair

Mark Sanchez, Vice President for Student Services and College Centers

Debra Stakes, CCFT

Jill Stearns, Superintendent/President, *Ex-Officio*

Keith Stearns, Classified Manager

Walker Subbotin, ASCC rep

Dan Troy, Vice President for Administrative Services, Co-Chair

Deb Wulff, Vice President for Academic Affairs

Administrative Support: M. Foppiano

Guests:

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
2.	Approval of Minutes <u>April 30, 2019</u>	All	2 min	I, D, A	
3.	State Update • May Revise	Troy	10 min	I, D	<u>May Revise Memo</u>
4.	Final 2019-2020 Budget Assumptions & Criteria				2019-2020 Budget Assumptions & Criteria
5.	Multi-Year Projections				Multi-Year Projections
6.	District's Resource Allocation Prioritization Results	All			<u>2019-2020 Resource Allocation Priorities</u>
7.	5-Year Capital Outlay Plan • Order of Priority				5-Year Capital Outlay Plan
8.	Budget Carryover Requests				Student Success-Que Dang Student Success-Erin Lastreto Veteran's Center
9.	Process for making the annual Full-Time Faculty Hiring Recommendation				FT Faculty Hiring Rec Process
10.	Review Committee Initiatives for End-of-Year Report	All	5 min	I, D, A	Draft P&B End of Year Report
11.	Committee Assessment				Draft 2018-2019 Assessment Survey

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

2019-2020 Resource Allocation Scoresheet

For scoring purposes, your highest ranking should be given 1 and your lowest ranking should be given 40.

#	Cluster Top Ten	Final
1	CMC Faculty Lead (Annual Stipend) (Dean Cascamo; Rank 2) on-going	0.7004
2	Outreach Budget (VPSS; Rank 1) on-going	0.6596
3	Part-time Counselor Pool (VPSS; Rank 3) on-going	0.6466
4	Increase Student Support Resolution Coordinator Position to 40 hours per week (VPSS; Rank 5) on-going	0.6364
5	Instrument Replacement for Performing Arts (Dean Medeiros-Taylor; Rank 2) One-Time	0.6357
6	Student Tutors (VPAA; Rank 1) on-going	0.6298
7	Instructional Technology for LangComm, SDS, English, and Fine Arts (Dean Medeiros-Taylor; Rank 1) One-Time	0.6290
8	ECE Lab School Classified Lead Teacher/Instructional Assistant for evening Children's Center program (SLO Campus) – 9-month position (Dean Cascamo; Rank 3)	0.6283
9	Faculty Professional Development (AS; Rank 2) on-going	0.6281
10	Computers for ESS Lab; Outreach (VPSS; Rank 4) One-Time	0.6270
11	Tech Upgrades for faculty offices for Social Sciences and English (Dean Medeiros-Taylor; Rank 3) One-Time	0.6260
12	Kinesiology upgrade instructional rooms for ADA compliance (Dean Curtis; Rank 6) One-Time	0.6233
13	Physical Science replace classroom laptops (Dean Curtis; Rank 4) One-Time	0.6207
14	Biology YSI Pro Sensors (Dean Curtis; Rank 3) One-Time	0.6167
15	Athletic instructional equipment (Dean Curtis; Rank 1) One-Time	0.6116
16	Additional Release time for Academic Senate Officers and Curriculum Chair (AS; Rank 1) on-going	0.6096
17	Mathematics reorient room 3301 to front-facing tables with laptops (Dean Curtis; Rank 2) One-Time	0.6031
18	Facilities Requests for LangComm and English (Dean Medeiros-Taylor; Rank 4) One-Time	0.6001
19	Program Coordinator (Non-Credit Emeritus) - .75 FTE (Dean Cascamo; Rank 1) on-going	0.5984
20	Dustless Sander/Vacuum for Auto Body lab (Dean Cascamo; Rank 5) One-Time	0.5947
21	Administrative Support for the Academic Senate (AS; Rank 3) on-going	0.5935
22	.5 Programmer (VPAA; Rank 2) on-going	0.5871
23	ECE Lab School Classified Assistant Teacher for evening Children's Center program (SLO Campus) – 9-month position (Dean Cascamo; Rank 4) on-going	0.5812
24	ATTIC Faculty Resource Center (AS; Rank 5) One-Time	0.5804
25	Replacement of broken desks in Room 6101 (Film/Television) (Dean Cascamo; Rank 6) One-Time	0.5769
26	Physical Anthropology: Fossil models, Equipment and Supplies (Dean Medeiros-Taylor; Rank 5) One-Time	0.5755
27	Chrome Books – Counseling; DSPS; Financial Aid (VPSS; Rank 6) One-Time	0.5727
28	Faculty Retreat funds (AS; Rank 6) on-going	0.5702
29	Facility updates to Cuesta College Children's Center (Awning/Patio Cover & Play Structure Replacement) (Dean Cascamo; Rank 7) One-Time	0.5410
30	Academic Senate Retreat funds (AS; Rank 7) on-going	0.5405
31	Fine Arts: Brent Potters' Wheels (Dean Medeiros-Taylor; Rank 6) One-Time	0.5360
32	Instructional Tech: Lifespan replacement of instructional technology (VPAA; Rank 5) One-Time	0.5357
33	Workstation for Aquatics Lead in the "Pool Shack" (Community Programs) (Dean Cascamo; Rank 8) One-Time	0.5345
34	Online Graduation Application- Programming (VPSS; Rank 2) One-Time	0.5255
35	NEOGOV – Onboarding module (President's Cluster; Rank 2) on-going	0.5248
36	Food Truck/Mobile Kitchen Unit (Culinary/Nutrition) (Dean Cascamo; Rank 9) One-Time	0.5210

37	Dispatch radio upgrade/link (VPAS; Rank 2) One-Time	0.5173
38	Custodian (VPAS; Rank 3) on-going	0.5133
39	OU Campus Module Online Catalog Interface (President's Cluster; Rank 5) One-Time	0.5131
40	EMS classroom space (Dean Curtis; Rank 5) One-Time	0.5098
41	CTE Liaison (AS; Rank 4) on-going	0.5064
42	Performing Arts: Voce Speakers/Vocal Jazz Speakers/Sound System (Dean Medeiros-Taylor; Rank 8) One-Time	0.4966
43	Electric pallet jack (VPAS; Rank 4) One-Time	0.4943
44	AIM Software for DSPS (VPSS; Rank 8) on-going	0.4921
45	Student Support Site Specialist (VPAA; Rank 4) on-going	0.4893
46	Nursing/Allied Health simulation lab technician (Dean Curtis; Rank 8) on-going	0.4891
47	Instructional Aides--2 Positions (VPAA; Rank 3) on-going	0.4877
48	Two Peer Mentors (VPSS; Rank 9) on-going	0.4782
49	Enhanced "Help Desk" Services (INTN-WIDE; Rank 1) on-going	0.4764
50	Replace Ballistic Vests (VPAS; Rank 6) One-Time	0.4757
51	Lifecycle replacement of non-instructional technology which is beyond lifespan (VPAS; Rank 1) One-Time	0.4721
52	Computer Technician (VPAS; Rank 5) on-going	0.4587
53	Biology dishwasher for NC (Dean Curtis; Rank 7) One-Time	0.4579
54	Guided Pathways Initiatives Support (AS; Rank 9) on-going	0.4576
55	Mathematics upgrade room 3312 to SMART AV system (Dean Curtis; Rank 9) One-Time	0.4544
56	Wide-area Mower (VPAS; Rank 8) One-Time	0.4538
57	Performing Arts: Increase CPAC Supervisor from 75% to 100% (Dean Medeiros-Taylor; Rank 7) on-going	0.4513
58	Instructional Tech: Surface Pro Laptops (VPAA; Rank 6) One-Time	0.4493
59	NCC SSC Upgrade: Addition of door connecting SSC with N3114A (VPAA; Rank 8) One-Time	0.4342
60	NCC SSC Upgrade: Removal of wall cabinets (VPAA; Rank 7) One-Time	0.4335
61	ADA Compliance software/training for PDF development (President's Cluster; Rank 4) on-going	0.4243
62	Physical Science demo equipment for Science night (Dean Curtis; Rank 10) One-Time	0.4038
63	Database Conversion – Lead (President's Cluster; Rank 6) One-Time	0.3984
64	Allied Health Software Program- PyraMed (VPSS; Rank 7) One-Time	0.3977
65	Two Financial Aid Specialists (VPSS; Rank 10) on-going	0.3837
66	Consultant – Website Architecture (President's Cluster; Rank 9) One-Time	0.3749
67	Computer Replacement (lifecycle) – Advancement/Foundation (President's Cluster; Rank 3) One-Time	0.3748
68	Consultant – Post Grant Process (President's Cluster; Rank 8) One-Time	0.3695
69	NEOGOV – Expand capacity - - governmentjobs.com (President's Cluster; Rank 1) on-going	0.3649
70	Languages and Communications: Faculty Office Furniture (Dean Medeiros-Taylor; Rank 9) One-Time	0.3589
71	Enhance English Learning Spaces with Art (Dean Medeiros-Taylor; Rank 10) One-Time	0.3188
72	Wireless Security Cameras (VPAS; Rank 9) One-Time	0.3136
73	Golf Cart (VPAS; Rank 10) One-Time	0.3089
74	Training/Travel – New Projects (President's Cluster; Rank 7) on-going	0.2619
75	Space for Academic Senate Conference Room (AS; Rank 8) One-Time	0.2073
76	NCC Public Safety Assistant (PT-40%) (VPAS; Rank 7) on-going	0.1386
77	Increase Scheduling Tech Position to 12 months (VPAA; Rank 9) on-going	0.1296

Planning & Budget Committee Minutes

May 19, 2020 | 3:00 p.m.– 4:30 p.m.

ZOOM MEETING (Video/Telephone Conference Meeting)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/92443035218>

Committee Description:

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Committee members:

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

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

AGENDA ITEMS	WHO	TIME	INTENT	
1. Approval of Agenda	All	1 min.	Action	
2. Approval of Minutes <ul style="list-style-type: none"> Minutes of May 5, 2020 	All	2 min	I, D, A	

<p>7. Institutional Self-Evaluation Report (ISER) Draft Approved feedback from the draft's first round through the governance process has been added. Section C in the Introduction has been inserted since it was presented for a first read.</p>	<p>Curtis</p>	<p>10 min.</p>	<p>I, D</p>	<p>ACCJC I.A, I.B, I.C, II.A, II.B, II.C, III.A, III.B, III.C, III.D, IV.A, IV.B, IV.C IG 1, 2, 4, 5 IO 1.1, 1.2, 2.1, 2.2, 2.3, 2.4</p> <p>2020 ISER Draft Kevin Bontenbal requested feedback regarding the second read on the ISER draft. He explained that the document was close to being in final form. There is evidence to still attach, minor edits, etc. This will go to the Board for approval in June, after which it will be ready to be submitted to ACCJC. <i>Upon a motion by Tucker/Knutson, the ISER draft was approved.</i></p> <p>Troy informed the committee that Kevin Bontenbal would be leaving the District in August. Bontenbal explained that he had accepted a Vice Presidency position with ACCJC. The committee congratulated Kevin and wished him well.</p>
<p>8. Committee Assessment</p>	<p>All</p>	<p>5 min</p>	<p>I, D, A</p>	<p>Draft 2019-2020 P&B Assessment Survey Troy went over the Draft Assessment Survey with the Committee. He explained that Institutional Research would send out the survey in the next few days. <i>Upon a motion by Demarest/Stakes, the draft Assessment Survey was approved.</i></p>
<p>9. District's Resource Allocation Prioritization Results</p>	<p>All</p>	<p>5 min</p>	<p>I, D</p>	<p>2020-2021 Resource Allocation Priorities The committee reviewed the final results of the 2020- 2021 Resource Allocation Prioritization.</p> <p>Troy explained that his recommendation to the Superintendent/President would be that if the committee did fund anything new, it should be directed to service delivery needs relative to the COVID pandemic.</p>

<p>10. Review Committee Initiatives for End-of-Year Report</p>	<p>All</p>	<p>10 min</p>	<p>I, D, A</p>	<p>Draft P&B End of Year Report Troy went over the Committee Initiatives set for the year.</p> <p>Technology Plan Review – Carry forward</p> <p>Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community – Carry forward</p> <p>Maintain current revenue streams and pursue additional revenues/savings/efficiencies - Carry forward</p> <p>Develop a process to monitor the implementation of the Educational and Facilities Master Plan – Complete (This will lead to another initiative next year since the process is now in place)</p> <p>Continue to support ISER development (Accreditation) - Complete</p> <p>Troy explained that the co-chairs will complete the rest of the End of Year Report.</p>
<p>11. Adjourn</p>	<p>All</p>			<p>Troy thanked the committee for their hard work and input during the year.</p> <p>Dr. Stearns expressed her appreciation to the committee for their excellent work. She also thanked everyone for their participation and hard work on the ISER report.</p> <p>Meeting adjourned at 4:27 p.m.</p>

Next Meeting

August 18, 2020 | 3:00-4:30 p.m. | PDC-Rm. 3134/Polycom N3102

Resources are available on the [Governance](#) webpage

- Mission Statement

2020-2021 RESOURCE ALLOCATION BALLOT

#	Cluster Top 10	Final
1	VPSS: Cloud Based, Electronic Medical Record Software for scheduling, EMR for Therapist and Nursing On-Going	0.828095
2	AHSS: Instructional Tech for Comm Studies, CSS, ESL, Fin Arts Graphic Design One-Time \$72,150	0.735714
3	VPAA: SSC Student Tutors On-Going \$125,000	0.733333
4	MSNHKA: Biology Human Anatomy Models One-Time \$6,000	0.730952
5	WED: CMC faculty Lead (stipend per semester based on CBA) On-Going \$4,804	0.724286
6	AHSS: Performing Arts: Jazz and Wind Programs Instrument Replacement One-Time \$6,500	0.719048
7	MSNHKA: Math Lifecycle replacement of Instructional Tech: Upgrade to SMART campus standard One-Time \$20	0.717619
8	AHSS: Fine Arts: Art Studio and Sculpture, self-Stop Table Saw One-Time \$4,700	0.706667
9	AHSS: Tech/Computer Upgrades for Faculty in Modern Lang, Comm Studies, English, Fine Arts Psych One-Time \$	0.697143
10	MSNHKA: Physical Sciences Replace laptops One-Time \$6,000-\$25,000	0.689524
11	AHSS: New Tech for Languages and Communication Division, English and Social Science (lap tops) One-Time \$78,	0.680476
12	AS: Faculty Professional Development On-Going \$75,000	0.672381
13	WED: Lead Teacher & Assistance Teacher NCC Children's Center On-Going \$103,800	0.652857
14	VPSS: Travel/Mileage for Enrollment Success Specialist Outreach On-Going \$20,000	0.641429
15	VPAA: SSC Chairs and Round Tables in SLO Stats Lab One-Time \$15,000	0.640476
16	VPAS: Conversion of Network Administrator to Security Specialist On-Going \$10,500	0.626190
17	MSNHKA: Biology AV Upgrade One-Time \$10,000	0.625238
18	VPAA: SSC Instructional Aides On-Going \$68,332	0.624286
19	WED: ECE & Children's Center: Building Security & Play Structure Upgrades One-Time \$150,000	0.623810
20	MSNHKA: KIN/ATHL Safety Issue Busses for competitions (fully funded) On-Going \$65,000	0.619524
21	AS: Faculty Retreat Funds On-Going \$20,000	0.618095
22	WED: Assessment of Auto Body Instructional Facilities (capacity, ventilation, drainage, storage) One-Time \$100,0	0.614762
23	VPAS: Upgrades to Emergency Notification System (CELS) One-Time \$100,000	0.608571
24	VPSS: Larger Space for Veterans Resource Center One-Time \$35,000	0.608571
25	MSNHKA: Nursing/Allied Health Instructional Podium with touch screen, media, ELMO, SLO campus One-Time \$2	0.593333
26	MSNHKA: Physical Science Instructor Station Upgrades One-Time \$10,000	0.582381
27	AS: PDC Improvements One-Time \$5,000	0.581905
28	AS: ATTIC Faculty Resource Center One-Time \$250,000	0.567619
29	WED: Culinary/Nutrition: Mobile Kitchen Unit Supplies/Trailer One-Time \$13,500	0.561905

30	VPSS: Faculty Stipends to Participate in Outreach Events On-Going \$5,000	0.560476
31	AHSS: Performing Arts: Increase CPAC Supervisor from 75% to 100% On-Going \$20,000	0.559048
32	VPAA: SSC Printer/MFD for SLO (both floors) One-Time \$8,000	0.556667
33	VPAA: Institutional Research Tableau Online Viz Software On-Going \$60,000	0.552381
34	VPAA: Catalog Management Software On-Going \$6,500	0.545714
35	WED: Noncredit CTE Coordinator 1.0 FTE On-Going \$78,000	0.533810
36	VPAA: SSC Faculty Coordinators On-Going \$40,000	0.533810
37	VPSS: 11 Chromebooks and Two Printers One-Time \$4,494	0.526667
38	WED: Business: Updated A/V Equipment in classroom One-Time \$25,000	0.525238
39	MSNHKA: Grade Scope Software Licensing and Integration with Canvas, particularly for DE courses On-Going \$6,	0.522381
40	AS: Additional Sabbatical Leaves On-Going \$80,000	0.521905
41	VPAA: SSC Site Specialists (2) On-Going \$60,000	0.516667
42	AS: Support Guided Pathways Initiatives On-Going \$10,000	0.514286
43	VPAS: Web Based Budget Development/Monitoring Software On-Going \$30,000	0.511905
44	AHSS: Performing Arts, Drama and Music: Marley Floor Protective Covering for Dance Studio One-Time \$20,000	0.503810
45	VPAS: Web Based Travel Claim Software On-Going \$25,000	0.490000
46	WED: Computer Information Systems: Replacement of Mac Dual Boot Labs One-Time \$68,000	0.480000
47	AS: Academic Senate Retreat On-Going \$5,000	0.478095
48	WED: Film TV & Electronic Media: Replacement of rolling Chairs in TV Studio control room and Radio Lab One-Ti	0.477619
49	MSNHKA: Physical Science 2nd Projector NCC One-Time \$10,000	0.476190
50	MSNHKA: Athletics Instructional Equipment On-Going \$40,000	0.466667
51	WED: Architecture: Facility Upgrades to Instructional Spaces One-Time \$50,000	0.441905
52	VPAS: NCC Public Safety Assistant (PT) On-Going \$20,000	0.422857
53	VPAS: Lifecycle Replacement of Non-Instructional Technology One-Time \$44,500	0.417143
54	AHSS: Enhance English Learning Spaces with Relevant Art One-Time \$20,000	0.403810
55	AHSS: Social Sciences: Request for Additional Offices for Adjunct Faculty On-Going Unknown	0.382381
56	AHSS: Social Sciences: Funding for Student Research Projects and Faculty Professional Development On-Going \$	0.375238
57	VPAA: Zoom Conference Room (3160j) One-Time \$6,000	0.348571
58	VPAA: Institutional Research Research Assistant On-Going \$75,000	0.301429