



## Planning & Budget Committee Minutes

September 17, 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:

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

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

(Draft) Committee Initiatives 2019-2020

ACCJC Standard(s)	In Progress	Completed	
			1. <b>Technology Plan Review</b>
			2. <b>Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community</b>
			3. <b>Pursue alternative revenues/savings/efficiencies</b>
			4. <b>Develop a process to monitor the implementation of the Educational and Facilities Master Plan</b>
			5. <b>Continue to support ISER development</b>
			6. <b>Potential initiative relating to use and prioritization of department budgets (TBD)?</b>

AGENDA ITEMS	WHO	TIME	INTENT	ACCJC Standard and /or Institutional Goal/Objective
1. Approval of Agenda	All	1 min.	Action	II.B <b>Upon a motion by Curtis/Stakes, the Agenda was approved.</b>
2. <a href="#">Minutes of September 3, 2019</a>	All	1 min	Action	<b>Upon a motion by Stakes/Chadwick, the Minutes of September 3, 2019 were approved.</b>
3. <b>ISER Drafts –1<sup>st</sup> Read (III.A &amp; IV.B)</b>  The Accreditation Steering Committee is submitting drafts of III.A and IV.B for Cuesta’s ISER to P&B for a 1 <sup>st</sup> 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.	Curtis	15 min	I, D	ACCJC III.A and IV.B  <a href="#">Standard III.A Draft</a> <a href="#">Standard IV.B Draft</a>  The committee provided minor feedback for IV.B. <b>Upon a motion by Frederick/Sanchez, Standards III.A and IV.B were approved.</b>
4. Committee Assessment	All	20 min	I, D	<a href="#">Planning &amp; Budget Assessment Survey 2018-2019</a> Troy highlighted the following issues noted by committee members who completed the Assessment Survey at the end of May 2019: <ul style="list-style-type: none"> <li>Many members commented about technology costs: Who should be responsible? Should it be included in the Rubric? How do I weigh one department’s needs over another in terms of technology?</li> <li>Do Department Chairs and/or Unit Managers understand their budgets? Understand their priorities? This could be an issue of training. Recommendations for additional training.</li> </ul>

				<ul style="list-style-type: none"> <li>Some respondents suggested that there were too many faculty on the committee.</li> <li>Very little gets funded off the Resource Allocation Prioritization so why do we go through all of the work?</li> <li>Comments about the weighting of the Rubric scoring with regard to IT and the prioritization of technology</li> </ul> <p>Troy felt that a deeper discussion about technology should take place. There should be a way to be able to weight IT's recommendations. It would be helpful if a workgroup sat down with IT and a Dean. The following members volunteered to serve on a Technology workgroup:</p> <ul style="list-style-type: none"> <li>John Knutsen</li> <li>Keith Stearns</li> <li>Susan Kline</li> <li>Madeline Medeiros</li> </ul>	
5.	Identifying workgroup for FT Faculty Hiring Memo to Supt/President	Co-Chairs	5 min	I, D	<p>The following members volunteered to serve on a workgroup for the FT Faculty Hiring Memo to Supt/President:</p> <ul style="list-style-type: none"> <li>Susan Kline</li> <li>Doug Highland</li> <li>Hunter Perry</li> </ul>
6.	<p>Draft Committee Initiatives for 2019-20:</p> <ul style="list-style-type: none"> <li>Tech Plan Review</li> <li>Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community</li> <li>Alternative Revenues/Savings/Efficiencies</li> <li>Develop a process by which P&amp;B monitors the implementation of the Educational and Facilities Master Plan</li> <li>Continue to support ISER development</li> <li>Potential initiative relating to use and prioritization of department budgets (?) – For discussion</li> </ul>	Co-Chairs	10 min	I, D, A	<p>The committee went over the initiatives for 2019-2020. The following Initiatives were discussed:</p> <ul style="list-style-type: none"> <li><b>Potential initiative relating to use and prioritization of department budgets</b> will be removed as an initiative. Troy felt that instead of an initiative, Fiscal Services could invite Division Chairs/Unit Managers to sit down and go over their budgets.</li> </ul> <p>Curtis would like to see a 10-minute primer on departmental budgets; how they are created, and what the components are.</p> <p>Committee members discussed what happened to having an initiative for a compressed calendar and the fiscal impact.</p>

			<p>Troy stated this committee was not in charge of developing the compressed calendar, but if a proposal was working its way through the process, it could be presented and discussed at Planning &amp; Budget.</p> <p>It was suggested modifying the 3<sup>rd</sup> initiative to read: <i>Maintain current revenue streams and pursue additional revenues/savings/efficiencies.</i></p> <p>Final initiatives:</p> <ol style="list-style-type: none"> <li>1. Tech Plan Review</li> <li>2. Analyze impacts and opportunities under the SCFF and communicate those impacts and opportunities to the community</li> <li>3. Maintain current revenue streams and pursue additional revenues/savings/efficiencies</li> <li>4. Develop a process by which P&amp;B monitors the implementation of the Educational and Facilities Master Plan</li> <li>5. Continue to support ISER development</li> </ol> <p>Dr. Stearns related to the committee that she and Shannon Hill were looking at building strategies for ways to reduce our technology needs. She stated that the hope is to find partners in our student-facing technology. The vision is to get an endowment that would allow the District to regularly refresh all of the technology that is student-facing, which could move those costs off of the general fund budget, and then possibly cycle our gently-used student technology into our administrative ranks, if we could build an endowment big enough to support that.</p> <p><b>Upon a motion by Perry/Kline, the five (5) initiatives were approved.</b></p> <p><b>The meeting adjourned at 3:48 p.m.</b></p>
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Next Meeting

October 1, 2019 | 3:00pm – 4:30pm – PDC/Polycom N3102