

Planning and Budget Committee Meeting

APPROVED MINUTES

Meeting date **May 3, 2019** | Time **12:30PM** | Meeting location **District Office Board Room**

Meeting called by VC of Business Services
Type of meeting Planning & Budget
Tri-Chairs Doug Roberts, Rajeev Chopra & Cathy Gould
Note taker Dawn Neideffer
Timekeeper Doug Roberts

Attendees: Thomas Orf, Chasity Whiteside, Jeff Drouin, Paulette Lino, Pedro Ruiz de Castilla, Trish Shannon, Cathy Gould, Dale Wagoner, Doug Roberts, Chris Yatooma, Michelle Diaz-Nava, Diane Brady, Sarah Thompson, Miguel Colon, Matt Kritscher, Tamica Ward, Amir Law, Kathy Medina, Samantha Kessler, David Rodriguez, Barb Yesnosky, David Fouquet, Rajinder Samra and Dawn Neideffer. On the phone: Stacy L. Thompson and Cynthia Gordon da Cruz

AGENDA TOPICS | MEETING COMMENCED AT 12:40

Time allotted | **2 min** | Agenda topic **1.0 Approval of Agenda** | Presenter **Doug**

Discussion DEMC was cancelled. Item struck through on agenda. No objections to agenda as presented.

Conclusion Agenda approved.

Action items Person Responsible Deadline

None noted

Time allotted | **3 min** | Agenda topic **2.0 Approval of Minutes** | Presenter **Doug**

Discussion Suggestion made to have separate line, highlighted, for items producing a vote or decision from the membership.

Conclusion Minutes Approved.

Action items Person Responsible Deadline

1. Itemize action items at the end of the minutes Dawn N/A

Time allotted | **3 min** | Agenda topic **3.0 Report Out of DEMC Mtg. 5/3/19** | Presenter **Sarah**

Discussion DEMC canceled.

Conclusion Struck from agenda.

Action items

Person Responsible Deadline

None noted

Time allotted | 10 min | Agenda topic 4.0 Approve Creation of New Fund for EDCE Accounts | Presenter Doug

Discussion

EDCE’s position and the Recommendation to the Chancellor shared with the committee. EDCE’s operations have grown to such an extent that: effective management of cash-flow, better fiscal oversight, and improved transparency of the District’s funds would be greatly enhanced if EDCE were accounted for in its own fund at the County Treasury and in the District’s books. Discussion ensued.

Conclusion

Account will be set up with fund 59. Motion made to approve creation of new fund for EDCE accounts as presented. Doug asked the 9 voting members present to vote. A show of hands concluded: 9 yeses, 0 no’s and 0 abstentions.

Action items

Person Responsible Deadline

- | | | |
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| 1. Members voted and approved the creation of new EDCE fund. | Voting members | N/A |
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Time allotted | 20 min | Agenda topic 5.0 Institutional Research Presentation | Presenter Rajinder

Discussion

Presentation given on Institutional Research (IR). State presents data by district and not by college. A lot of time spent getting District/College numbers to match the State numbers. State uses referential files and our District does not. CLPCCD created an internal data base in 1994. The IR’s then began to research the referential files. IR’s downloaded FY17-18 files but found it is unclear how the State uses the data operationally or how the data was derived. The IR’s decided to replicate the State numbers at the District level. Other areas of research reviewed, such as grants, special admits, transfers, CTE’s etc. It is now time to determine where the differences in numbers are, talk to the data owners and stakeholders, and inform what’s happening so data can be corrected. IR’s to look at database to begin breaking data down by college. Next steps with data holders include talking through decision rules, determining what philosophies are driving the decisions and what other factors are driving the numbers. Decision rules can be worked on while the SCFF landscape continues to shift. The state is proposing to extend the hold harmless years from three years to five or six years. IT, IR and other departments will all have to be involved in this process to move forward.

Conclusion

Some of the numbers at the state level appear to be incorrect or off. More research and work needed to gather college-level metric outcomes. This process is multi-layered and complex. The Institutional Research presentation, *Deriving SCFF Data*, can be found on the District website, Business Services tab, PBC webpage.

Action items

Person Responsible Deadline

None noted

Time allotted | 60 min | Agenda topic 6.0 CW/P Facilitated Conversation, 6a Rewrite Objective, 6b SCFF Developments from the State | Presenter George of CW/P

Discussion

6b. SCFF Developments from the State: Conversation began with 6b. The state is considering extending the hold harmless years by two or three additional years. Scenarios were given of student success metrics and new tools to consider under the new SCFF were discussed. Performance metrics (CTE programs) may be tweaked but CTE programs likely will not be eliminated from SCFF.

6a. Take Members Suggestions to Rewrite the Objective for Budget Model Creation: Draft objective presented. Conversation ensued about factors to consider when writing objective. Several members used the word “fair” and it was suggested the word *fair* replace the word *current* in the objective. All work done on previous budget model to be taken into consideration when creating the new budget model.

Conclusion

6b. SCFF Developments from the State: The Department of Finance will make a decision from all input received. Though community college is less expensive to the student, the State sees a big dollar amount for community college operations. Because community colleges do everything for everyone, the State does not think it [all community college operations] are as important as the community colleges do because the State focuses on AA degrees and transfers, primarily. The number of awards will be reduced drastically for all community colleges. Summary of a few changes: in FY18-19 the State recalculated populations, adjusting the three-year average, so District will see the three-year average go down; any district that was getting three times the COLA average were knocked back down; and significant to note is the remaining deficit factor was absorbed only by the districts that received above FY17-18 plus COLA. P1 has been revised by the State.

6a. Take Members Suggestions to Rewrite the Objective for Budget Model Creation: Members to collect and bring objectives to next meeting.

Action items

Person Responsible Deadline

- | | | |
|---|----------------|--------------|
| 1. Members to bring objectives to next meeting. | PBC Membership | June 6, 2019 |
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Time allotted | 12 min | Agenda topic | 7.0 FFC/FFC Subcommittee Report Out | Presenter Doug

Discussion The rubric was modified to remove the last row (Return On Investment or Cost/Benefit Analysis) because some SCFF project proposals will not be able to show hard numbers; therefore, that portion of the rubric was ineffective. The FFC subgroup reviewing the applications will be able to surmise the ROI of the project based on impact to the SCFF. The concept of the ROI can be evaluated in the top three rows of rubric. The FFC Subcommittee strove to not make the application difficult and long.

Conclusion The FFC subgroup that will review SCFF Project Proposal applications will be better equipped to see the ROI and how to modify the rubric and application, as needed.

Action items

Person Responsible Deadline

None noted

Time allotted | 5 min | Agenda topic | 8.0 PBC Taskforce Report Out | Presenter Doug

Discussion Rubric was removed from the taskforce name, as a rubric is not needed. The taskforce worked on the language for the PBC Reserve Policy Philosophy Statement.

Conclusion The Reserve Policy Taskforce Philosophy Statement brought to the committee for approval. Members voted. A show of hands concluded: 9 yeses, 0 no's and 0 abstentions.

Action items

Person Responsible Deadline

1. Members voted on and approved the PBC Reserve Taskforce Philosophy Statement

N/A

N/A

Time allotted | 5 min | Agenda topic 9.0 Future Agenda Items | Presenter All

1. Poll membership to determine if quorum can be made to schedule June, July and August PBC Special Meetings.

Summary of Actions Items:

1. Approval of creation of EDCE fund: Yes 9 No 0 Abstentions 0
2. Approval of the PBC Reserve Policy Taskforce: Yes 9 No 0 Abstentions 0
3. PBC members to bring objectives for the new Budget Allocation Model (BAM) to next meeting

Meeting adjourned at 2:30