

# Planning and Budget Committee Meeting

APPROVED MINUTES

Meeting date **April 5, 2019** | Time **12:30PM** | Meeting location **District Office Board Rm.**

Meeting called by	Standing monthly meeting	<b>Attendees:</b> Thomas Orf, Chasity Whiteside, Jeff Drouin, Paulette Lino, Pedro Ruiz de Castilla, Trish Shannon, Cathy Gould, Rajinder Samra, Dale Wagoner, Doug Roberts, Chris Yatooma, Michelle Diaz-Nava, Diane Brady, Rosalie Roque, Sarah Thompson, Rajeev Chopra, Miguel Colon, Cynthia Gordon da Cruz, Matt Kritscher and Dawn Neideffer. On the phone: Stacy L. Thompson and Julia Dozier
Type of meeting	Planning & Budget	
Tri-Chairs	Doug Roberts, Rajeev Chopra & Cathy Gould	
Note taker	Dawn Neideffer	
Timekeeper	Doug Roberts	

## AGENDA TOPICS | MEETING COMMENCED AT 12:37

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

**Discussion** DEMC was cancelled.

**Conclusion** No report out of DEMC meeting because it was canceled for 4/5/19. Agenda approved.

### Action items

**Person responsible** **Deadline**

None

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

**Discussion** None.

**Conclusion** Minutes Approved.

### Action items

**Person responsible** **Deadline**

None

Time allotted | **5 min** | Agenda topic **3.0 Report Out of FFC Mtg. 3/1/19** | Presenter **Doug**

**Discussion** Doug reviewed the application and rubric from the FFC Subcommittee. Draft application was distributed and reviewed by members and attendees.

**Conclusion** Cost-benefit to be weighed on application and on the rubric. Members liked having the draft application to review but it is noted that the application is still in draft form and the final application is still a work in progress.

### Action items

**Person responsible** **Deadline**

1. Complete SCFF Project Proposal Application and Rubric

FFC Subcommittee ASAP

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Time allotted | 5 min | Agenda topic 4.0 Report Out of DEMC New Info | Presenter Sarah

Discussion DEMC canceled for today.

Conclusion Nothing to report.

**Action items** **Person Responsible** **Deadline**

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None

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Time allotted | 15 min | Agenda topic 5.0 Report out of Taskforces | Presenter Ron

Discussion Reserve Policy & Rubric Taskforce is the only PBC Taskforce currently meeting. When the P1 report came out from the State, there were shortfalls in projection for revenue from local property taxes. When talking about the reserve policy, we may not have as much funding as anticipated. Chris from CW/P helped explain why the state's projection fell short. The state had some faulty estimates when looking at metrics for low income and property taxes, resulting in a \$200M shortfall.

Conclusion The deficit factor will affect the projected reserve. There is a wait-and-see situation before the shortfall [from the State] is determined. The Department of Finance overestimated revenues received for the Community College System.

**Action items** **Person responsible** **Deadline**

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None

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Time allotted | 20 min | Agenda topic 6.0 FFC's Recommendation to Fund 1) Two IR Positions and 2) Campus Logic Software | Presenter Doug

Discussion Committee reviewed the draft-pilot applications for SCFF Projects: 1) funding two new IR positions and 2) purchasing financial aid software called Campus Logic (CL). The FFC recommended to move these two projects forward with SCFF funds due to a critical and imminent need for these positions and this financial aid software. The faculty and staff working on these two projects have deemed the importance and significance of these initiatives, as well. There was a consensus by the PBC members to move these initiatives forward, concurrently. The PBC reviewed the pilot SCFF Project Proposal applications line by line. A conversation ensued on the intricacies of hiring staff with restricted funding. It was noted that if new hires are employed more than one year, it becomes a layoff and consideration must be taken in regard to layoffs. It was also noted that hiring and funding these initiatives could have been taken to the College's Program Review as an alternative to funding the initiatives through SCFF reserves.

**Conclusion**

Recommendations for how to revise the application were made for the FFC Subcommittee. It was recommended to add the licensing of Campus Logic to the three-year model to see expenses or a return on investment that go beyond the hold harmless years. It was also recommended to expand the ‘Personnel’ section of the Budget Summary, since including newly hired staff or phasing out newly hired staff will have to be a metric to consider. The next recommendation was to expand section ‘2b Duration’, for clarification to the cost-benefit analysis. Lastly, it was recommended to move “Total Revenue” and “Total Expense” to the bottom of the metric table.

Rollcall of voting members showed 9 out of 16 were present and the motion passed with 9 yeses, 0 no’s and 0 abstained.

**Action items**

**Person responsible    Deadline**

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|---|---------------------------|-------------|
| 1. Make recommended revisions to SCFF Project Proposal Application                    | FFC Subcommittee          | May 3, 2019 |
| 2. All nine voting members present agreed to move the two SCFF pilot projects forward | Voting members of the PBC | N/A         |

**Time allotted | 60 min | Agenda topic | 7.0 Overview of Model Creation | Presenter CW/P**

**Discussion**

George from Cambridge West Partnership (CW/P) presented an overview of how to create a budget model. He said the state has no mechanism to identify college level metric outcomes. If the colleges get the numbers for FTES, it will fuel the next couple months of conversations [within the PBC].

**Conclusion**

The objective in the presentation is open to the committee to revise. Members should consider how to use FTES and other revenue moving forward. As a group, PBC will begin modeling some of the ideas in good times and in bad times, because we know the SCFF is really focused on helping those districts with enrollment declines; which is really bad for districts with increases [in enrollment]. Therefore, PBC will run different models to determine what is sustainable and modifiable because there will be changes [to SCFF] and we need to see how to deal with onetime funds, large onetime expenses, revenues split for district services and how those are handled; also the group will model and discuss district wide expenses and district compliance to avoid havoc in future years. Next we [PBC] talk about adoption and the district process to adopt the model chosen. PBC will have the conversation of how to transition the adopted model over time so as not to hurt the colleges. George said PBC needs to evaluate FTES and supplemental success percentages moving forward. CW/P’s presentation is on the District website, under Business Services tab and the Planning and Budget Committee link.

Action items

Person responsible    Deadline

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|---|--------------|--------------------|
| 1. IR's will gather numbers for college level metric outcomes.                              | College IR's | Last week of April |
| 2. Members and attendees to bring back revisions to the Objective in George's presentation. |              |                    |
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Time allotted | **5 min** | Agenda topic **8.0 Future Agenda Items** | Presenter **All**

1. CW/P's Model Creation Objective – committee members to offer revisions to rewrite it.

**Meeting adjourned at 2:30**