

PBC Meeting

APPROVED MINUTES

Meeting date | time **02/01/2019** | **12:30PM** | Meeting location **District Office Board Rm.**

Meeting called by	Standing monthly meeting	Attendees: Thomas Orf, Noell Adams, Paulette Lino, Tamica Ward, Mon Khat, Jeff Drouin, Trish Shannon, Rajeev Chopra, Kirti Reddy, Michelle Diaz Nava, Amir Law, Dale Wagoner, Barb Yesnosky, Julia Dozier, Rosalie Roque, Colin Schatz, Cindy Robinson, Diane Brady Roanna Bennie and Dawn Neideffer, Kathy Medina and Matt Kritcher. By phone: Miguel Colon.
Type of meeting	Planning & Budget	
Facilitator	Ron Gerhard, Rajeev Chopra & Cathy Gould	
Note taker	Dawn Neideffer	
Timekeeper	Ron Gerhard	

AGENDA TOPICS | MEETING COMMENCED AT 12:35

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

Discussion Ron asked all to look over the agenda in order to approve.

Conclusion Roanna made the motion to approve; Michelle Diaz-Nava seconded the motion. Agenda approved.

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

None

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

Discussion Ron asked all to take a few minutes to read over the minutes and approve or turn in revisions. Diane noted a "Minutes" was misspelled in the header.

Conclusion Header will be corrected. Tom made the motion to approve; Mon seconded the motion. Minutes were approved.

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

None

Time allotted | **30 min** | Agenda topic **3.0 Augmentation of Adjunct Faculty Budget** | Presenter **Ron**

Discussion Ron said at last meeting, we had two conversations that touched on the Adjunct Faculty Budgets. The conclusion was to use the Unrestricted General Fund operating surplus, *not reserves*, to pay back the colleges to augment their Adjunct Faculty deficit spending. Ron reviewed the handout, which broke out the Adjunct Faculty Budgets and FTES targets. Ron explained how calculations were made on the handout and said Interim Chancellor Fallo was supportive of this recommendation when he was here. Ron noted this action of using the surplus to pay back the

colleges is a “one-off” to reach a solution and the overall problem [of deficit spending] will be addressed when looking at the BAM. Sarah added this outcome is a result of similar conversations previously had [in PBC] and as we move forward, looking at the BAM, we will look at funding instruction at an appropriate level and also due to the colleges being out the expense of the rollbacks, two separate financial issues were identified, henceforth, using the surplus to pay back the colleges was a solution that could be acted on immediately.

Conclusion As a state budget augmentation, the recommendation has to go to the Board of Trustees. The next opportunity to present to the Board will be March 19, 2019. The recommendation will be made in conjunction with a presentation of what has been happening with PBC and SCFF.

Action items	Person responsible	Deadline
None		

Time allotted | 5 min | Agenda topic 0.0 Report Out of DEMC | Presenter Sarah

Discussion For enrollment updates, the committee decided to wait for the discussion in FFC regarding non-credit programs and DEMC will wait to see that target before discussing any other targets moving forward. FFC will look at cross campus collaboration, standardizing practices, and looking at some of the cost in other areas like IT and A&R. that will come along with having a more robust non-credit program. Ron added DEMC looks at FTES targets each time because FTES drives funding.

Conclusion The FFC will look at costs in other programs and DEMC will wait for that work to be done. Ron said colleges, for the most part, are on target to meet FTES goals.

Action items	Person responsible	Deadline
None		

PLEASE NOTE: TOPIC 4.0 WAS MOVED TO THE END OF THE AGENDA

Time allotted | 10 min | Agenda topic 5.0 Report out of Task Forces | Presenter Ron

Discussion **5.1 3A True Up** has not met since their first meeting. Another meeting has to be scheduled. **5.2 Designated Programs**, Ron said there was recognition of what used to be Designated Programs and that may change due to the new funding metrics. Ron said it was discussed in the Task Force to open it up to the colleges to review all programs and determine what to take out, leave in or add under the designated program umbrella; or if under the new SCFF, there will be any designated programs at all. **5.3 Reserve Policy & Rubric** first meeting scheduled for 2/12/19. Tri-Chairs discussed having co-chairs for each Task Force to add more structure.

Conclusion Data will be pulled for subsequent meetings of the Task Forces. How many points each program generates will help determine if the program is truly designated. Dale briefly recapped the original “3 bin” programs that offset summer programs. Dale concluded we have to look at each program under the new SCFF metrics. Each Task

Force will decide on co-chairs within the Task Force to put more structure behind the meetings.

Action items	Person responsible	Deadline
1. Schedule next meetings for Task Forces.	Dawn	03/01/19
2. Determine co-chairs for the Task Forces.	Task Forces	03/01/19

Time allotted | **12 min** | Agenda topic **6.0 Facilitator for BAM** | Presenter **Ron**

Discussion	As discussed at previous PBC meetings, we've had recognition that in light of this new funding world, we need to revisit our BAM in the hold harmless window. To assist, it's been discussed to bring in an outside facilitator to assist with the SCFF. Ron canvassed options and when at the ACBO, a statewide business officers meeting, he found Cambridge West Partnership (CW/P) is the only group currently doing this work around the state. CW/P is working with Coast College, another multi-college district that resembles our District. Rosalie asked what this partnership would look like. Ron said they would do research, data analysis, be present at our meetings and help [PBC] establish ground rules. Rajinder asked if PBC would review BAM at the same time it's reviewing the Designated Programs so we have context.
Conclusion	District is off the hold harmless status in 2022. Process of working the SCFF will take approximately 9-12 months and having an outside facilitator with experience doing [SCFF] can only benefit [District] as we move forward. Another benefit of utilizing CW/P is that the District will have access to state data. Hiring CW/P does not have to go to the Board because it is below the [financial] threshold.

Action items	Person responsible	Deadline
1. Obtain facilitator for BAM	Ron	Action completed

Time allotted | **10 min** | Agenda topic **8.0 FFC Report Out** | Presenter **Ron**

Discussion	Last meeting we had a great presentation of AB 540 process between the colleges and the magnificent work of reporting data corrections which significantly increased our count of AB 540 students. Ron said he cannot underscore the importance of this enough because it was done in a timeframe where the colleges were allowed to reopen MIS submissions to correct data anomalies, data the state will use in our SCFF simulation. Ron also reported out on the overview of the Governor's current budget proposal; significant to us is the COLA of 3.46%. Also significant, is the previous Governor Brown and State Chancellor Oakley were adamant about not changing the SCFF, but the new Governor may be more open to SCFF changes. Discussion ensued about the Governor's Budget Proposal.
Conclusion	A round of applause was given to Paulette and Tamica for their AB 540 presentation. Rajinder said the AB 540 increases totaled about 400 [students] which totaled

approximately \$367,600.00. New Governor's Budget Proposal is positive for the District.

Action items

Person responsible Deadline

None

Time allotted | 10 min | Agenda topic 4.0 Financial Aid Presentation | Presenter Kathy Medina and Matt Kritscher

Discussion There are 1000 students not completing their forms in their files. Matt recommended sending students a text as opposed to an email [regarding completion of forms]. Roanna mentioned Guisselle's survey responses from LPC students. The survey touched on 'why students believe the myth that they cannot get Financial Aid'. Trish said students do not understand FA, loans and grants, and asked how staff can get students the information as soon as they enroll? Sarah said DEMC, PBC and FFC have overlapping conversations that are replicated with varying degrees of detail. Sarah asked how committees can get the correct information and the right conversations in the appropriate committee or meeting? Matt brought the conversation back to FA and asked how we can make strategic investments. Kathy suggested goal numbers and said the FFC will have a more detailed conversation regarding students, staff and outreach. Dale said \$1.1M will go up to \$1.7M and feels we are good on the FA metric. Rajeev said conversations go to different corners but it is good to hear all the conversations before going into FFC. Matt said we need a multi-year investment so [District and Colleges] are solid when the District is taken off the hold harmless status. Miguel said the FFC is a huge part of the equation and perhaps FFC should meet before PBC. Ron said joint meetings are a good idea but in regard to BAM the purview does not fall to FFC, but beginning in March, there will be a separation [of focus] between PBC and FFC.

Conclusion FA offices need additional help to serve the student base.

Action items

Person responsible Deadline

None noted

Future Agenda Items Suggested:

1. Have an outside facilitator at next PBC meeting
2. Budget Development into FY19-20
3. Create a smaller subgroup of PBC members to work with colleges and meet more often

Meeting adjourned at 2:22