

Planning and Budget Committee Meeting

APPROVED MINUTES

Meeting date | time **M a r . 1 , ' 1 9 | 12:30PM** | Meeting location **District Office Board Rm.**

Meeting called by	Standing monthly meeting	<i>Attendees:</i> Patricia Shannon, Sarah Thompson, Amir Law, Tamica Ward, Paulette Lino, Barb Yesnosky, Chasity Whiteside, Thomas Orf, Cathy Gould, Pedro Ruiz de Castilla, Rosalie Roque, Diane Brady, Noell Adams, Dave Fouquet, Michelle Diaz-Nava, Cynthia Gordon da Cruz, Cindy Robinson, Miguel Colon, Guisselle Nunez, Julia Dozier, Matt Kritscher, Rajeev Chopra, Rajinder Samra, Kathy Medina and Dawn Neideffer.
Type of meeting	Planning & Budget	
Tri-Chairs	Ron Gerhard, Rajeev Chopra & Cathy Gould	
Note taker	Dawn Neideffer	
Timekeeper	Ron Gerhard	

AGENDA TOPICS | MEETING COMMENCED AT 12:34

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

Discussion None.

Conclusion Agenda approved.

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

None

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

Discussion None.

Conclusion Tom moved to approve the minutes. Sarah seconded. Minutes approved.

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

None

Time allotted | **5 min** | Agenda topic **3.0 Report Out of FFC Mtg. 2/1/19** | Presenter **Ron**

Discussion At the last FFC meeting there was a presentation on FA software called Campus Logic by Andi and Kathy. Software is being evaluated by the college. Cynthia said there is a real push to get the FFC project proposal application completed.

Conclusion FFC Subcommittee is still crafting the application and rubric.

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

None

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

Discussion DEMC recognized a need for standardized report outs to compare enrollment data. The three committees that meet on Friday have a spillover in regard to relevancy; question raised about holding DEMC and PBC together while the new funding formula is rolled out.

Conclusion LPC enrollment up 1.5%. Chabot down 2%. Committees that meet each Friday feel frustrated over the scope of their charge. Until new funding formula is rolled out, it was suggested that committees meet together while the new normal is being established via Student Centered Funding Formula (SCFF) and BAM. DEMC may start at a later time in the future; more information may come before the meeting on April 5th.

Action items	Person responsible	Deadline
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None

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

Discussion **5.1 3A True-up Taskforce** met earlier in the week and looked at a six-year analysis. Looked at expenditures and recognized a need to project the budget to better match the actuals for a true budget. Their work for 3A true-up is done for the time being and the taskforce is on hiatus. **5.2 Designated Programs Taskforce's** charge is to look at Nursing, Dental Hygiene program costs as well as other CTE programs and determine which programs, if any, should fall under the scope of "designated programs" in the budget. To determine this, more data is needed and the taskforce plans to schedule their next meeting in May or June 2019. **5.3 Reserve Policy and Rubric Taskforce** is developing policy and a rubric in regard to the one time roll back money in relation to the new BAM and SCFF.

Conclusion **5.1 3A True-up-** Bring in M&O at next 3A True-up meeting to help build a truer budget. **5.2 Designated Programs Taskforce** decided it is premature to look at the programs and cost. This taskforce will reconvene when funding formula model is further along. **5.3 RP&R Taskforce** said money will be approximately \$7.7 million. There was concern about calling the one-time money a reserve if the intent is to spend the funds to launch SCFF projects.

Action items	Person responsible	Deadline
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None

Time allotted | 8 min | Agenda topic 6.0 Budget Development into FY19-20 | Presenter Rosalie

Discussion Rosalie noted one change to the budget is to bring the adopted budget to the Board in August 20, 2019. At the September Board meeting the final, adopted budget will be recommended. This final budget will be posted in Banner a month earlier than in the past. Rosalie reviewed the Revenue Allocation Model and the step 3A expenses.

Conclusion

Rosalie, Barb and others involved in the budget process are closely working on the budget calendar to ensure a smooth process. Step 3A isn't moving until we determine what step 3A will look like. FY18-19 COLA was used in model presented. Ron said the model does not include the 18-19 rollback money. The 18-19 sheet, in terms of step 2 revenue, includes an additional \$1.5 million because the District rolled the mandated cost allocated in 15-16 through the model, but did so in chunks over the last few years. The total sum of \$98,166,384 is actually less in FY19-20 compared to FY18-19 by approximately \$1.5 million, which was when the last of the one-time allocated money went through the model. More discussion over step 3A and making adjustments to our 3A budget will happen in future PBC meetings. Ron wanted to include Natasha's comment about a future recommendation to the PBC from the 3A True-up Taskforce regarding the process and procedure of changing account codes before shifting funds from a facilities fund or a categorical fund; this process is impacting 3A and colleges are overspending in some areas. Budget information can be found on the District website under the Business Services' tab and then the Budget link.

Action items

Person responsible Deadline

- | Action items | Person responsible | Deadline |
|---|--------------------|-----------|
| 1. 3A Taskforce to make a future recommendation about process and procedure regarding account codes | 3A Taskforce | Not noted |

Time allotted | 10 min | Agenda topic | 7.0 2019-20 Marketing Budget Review | Presenter Guisselle

Discussion

Guisselle presented her summary of the past year's marketing plan and the upcoming marketing plan, touching on the highlights from her team's outreach and surveys.

Conclusion

Marketing plan to be included in step 3A. Details on the marketing presentation can be found on the District website under the Business Services/Planning and Budget Committee/PBC Meeting Handouts March 1, 2019. Diane moved to recommend the marketing budget as presented to the Chancellor. Motion seconded and action passed.

Action items

Person responsible Deadline

- | Action items | Person responsible | Deadline |
|---|--------------------|-----------|
| 1. Marketing budget will be recommended to the Chancellor for the 2019-20 budget. | PBC | Not noted |

Time allotted | 15 min | Agenda topic 8.0 Review of the Funding Formula | Presenter George of Cambridge West Partnership (CWP)

Discussion

George reviewed the funding formula and spoke of creating an allocation model that goes back a couple of years and looks forward a couple of years.

Conclusion

George pointed out what is being presented is a draft and it's important to recognize the District as a fiscal agent. State works with districts as opposed to colleges when

it comes to creating the state formula, so the committee will see the challenges as we look at the metrics from the colleges and try to roll them up to match the numbers funded by the State Chancellor’s Office. The other ground rule is to agree that some of the processes will not work, but we still need to go through the processes. There is a need to be very transparent and identify the work that needs to be done to create the formula while educating all on the process.

Action items	Person responsible	Deadline
None noted		

Time allotted | **45 min** | Agenda topic | **9.0 Facilitating the SCFF/BAM Conversation** | Presenter **George and Kevin from CW/P**

Discussion The review of the funding formula flowed into facilitating the SCFF/BAM conversation. George and Kevin gave examples. Conversation of various metrics and scenarios ensued.

Conclusion Many moving parts and variables that budget analysts and budget officers will have to understand moving forward. Examples of the metrics were given, for example AB 540 students do not qualify for the bonus in the Success category. Once we know what the [state] Chancellor’s Office is doing, the formula will be easier to figure out. CWP is going to be sure CLPCCD has a process in place to look at the data and how to capture FTES; we will have tools available to compare our data with other colleges. Data on this presentation can be found on the District website under Business Services/Planning and Budget Committee/Meeting Handouts for March 1, 2019.

Action items	Person responsible	Deadline
1. CWP suggested attendees go back to their colleges and begin talking about the SCFF	PBC attendees	None noted

Future Agenda Items:

1. CWP’s Facilitated SCFF/BAM Conversation

Meeting adjourned at 2:38