
Meeting date **Jan. 24, 2020** | 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: Noell Adams, Theresa Fleischer Rowland, Rajeev Chopra, Thomas Orf, Tamica Ward, Sui Song, Trish Shannon, Chasity Whiteside, Rosalie Roque, Samantha Kessler, Ashley Young, Miguel Colon, Pedro Ruiz de Castilla, Cathy Gould, Sarah Thompson, Rajinder Samra, Roanna Bennie, Julie Dozier, Chasity Whiteside, Doug Roberts and Dawn Neideffer. *On the phone:* David Rodriquez

AGENDA TOPICS | MEETING COMMENCED AT 12:32

Time allotted | **2 min** | Agenda topic **1.0 Welcome and Quorum Check** | Presenter **Doug**

Discussion All welcomed; Samantha is in a new role for FFC and was introduced.

Conclusion Quorum made.

Action items

None noted

Time allotted | **2 min** | Agenda topic **2.0 Approve Today's Agenda** | Presenter **Doug**

Discussion Items reordered to put action items at the top of the agenda.

Conclusion Agenda approved with reordered items, by consensus.

Action items

1. Agenda approved, by consensus

Time allotted | **3 min** | Agenda topic **3.0 Approve Previous Minutes** | Presenter **Doug**

Discussion No discussion.

Conclusion Minutes approved, breakdown below.

Action items

1. Previous minutes approved with: Yes: 11, No: 0, Abstentions: 2

Time allotted | 15 min | Agenda topic 4.0 Budget Update from ACBO | Presenter Doug

Discussion Doug reviewed State funding updates from ACBO. Change in COLA. SCFF formula will be 70-20-10; they are making revisions to 18-19FY metrics, but that info is not available, yet, the hope is to get it with February revise. Advocacy groups making some inroads, adjustments for high cost living areas may be made. State wants to fully fund everybody but by deficit funding, which means it's not 100 cents on the dollar for 20-21FY. February revise will give a better idea of pending changes. The complexity is not knowing where we will be in 5 years.

Conclusion February revise will give better idea of pending changes at the State-level. The State is condensing grants into one mega-program. Re-grouping and redistributing by the State usually comes out negative for Northern California.

Action items

None noted

Time allotted | 50 min | Agenda topic 5.0 Assessment of FFC/SCFF Process | Presenter Doug

Discussion **Timeline:** [SCFF spring 2020 Timeline](#) reviewed by members.
Communications: Doug and Theresa will put out a communication about projects that met Board approval and how to proceed with funding the SCFF projects with specific FOAP's. The Fund number for SCFF is 10004. The Colleges will determine Org, Account and Program for tracking.
Evaluations: Theresa said there is a programmatic approach to the SCFF project evaluations. ESS will guide the work, assist, link, think about data and what data is needed to support robust success. What the process is and how it's monitored for each SCFF project awardee has to be communicated. Sarah said maybe ESS wants two-quick consecutive meetings for awardees, project managers and admins to clarify evaluation of projects. Theresa had a question over who will implement the projects. It is the understanding from the FFC subcommittees that the person who submitted the proposal is expected to take the initiative to implement the project. Miguel asked if ESS will present on the efficacy of the projects—a sharing of information to PBC/FFC. Theresa wants us to be conscious of the language used in the communications. Theresa wants to connect and de-silo the process. Regular reporting can be had. Rajeev said money has not been granted for the projects. How does ESS report when they do not report back to PBC? A [report-out/recommendation] system must be created. Noell said if a project has a positive impact on metrics, how next is the impact on the students it measured? Sarah said we are planning [for SCFF] as we are doing the work and we will find we want some things incorporated into operating budgets; some of the proposals have a question

of whether or not they will be successful. Is there a petition process to incorporate the projects into the operating budget? Trish suggested Theresa come up with the evaluation package for PBC to look at.

Conclusion

Timeline reviewed and approved by members, unanimously. A letter will go out next week to the SCFF project leads who have been approved, letting them know how to implement their SCFF projects. Theresa will bring an evaluation rubric to PBC at the March meeting. Theresa will conduct the SCFF project evaluations through ESS and work on a package of what that process looks like.

Action items

1. SCFF spring 2020 Timeline approved, by consensus

Time allotted | **40 min** | Agenda topic **6.0 Discussion of SCFF Project Proposal Funding** | Presenter **Doug**

Discussion

Members suggested a funding cap on SCFF reserve at previous meeting. District is looking at \$4-\$8M resource-need when coming off hold-harmless. State SCFF oversight committee looking at implementing deficit spending; the State formula may change; adding another year of hold-harmless also being discussed at the State-level. Sarah said it may be good to hold revenues the same for next 3-5 years and keep doing a 5-year projection to review and assess SCFF expenditures. Discussion ensued about hold-harmless years and what CLPCCD would be likely to do in the future. Also discussed was the feasibility of current SCFF projects. Miguel looking for a 5-year revenue plan to help CLPCCD evolve, and doesn't want to cap proposals that may be fruitful and require additional funding as they progress. Sarah looking for a 3-year "step-down"; Doug said a 3-year step-down is an easier thing to project moving forward; the "step down" creates a 3-year cushion.

Conclusion

Determine what PBC wants the ending-SCFF reserve to look like once we come off hold harmless. May be too soon in the SCFF process to set a cap now, but at each step PBC can evaluate SCFF expenditures.

Action items

None noted

Time allotted | **3 min** | Agenda topic **7.0 Future Agenda Items** | Presenter **All**

1. Summary of BAM History
2. Scope & Timeline for New Budget Allocation Model
3. Establish PBC Taskforce for New BAM
4. ESS evaluation Rubric for March PBC

Summary of Actions Items:

1. Agenda approved, by consensus
2. Previous minutes approved with: Yes: 11, No: 0, Abstentions: 2
3. SCFF spring 2020 Timeline approved, by consensus

Summary of To-Do Items:

4. VC Theresa to make ESS evaluation rubric and a package of what ESS evaluations will look like for March PBC
5. VC Doug will write-up a 3-year step down from hold harmless status for future meeting

Meeting adjourned at 2:37