

Meeting date **6.4.2020** | 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

*Attending:* Doug Roberts, Cathy Gould, Rajeev Chopra, Theresa Fleischer Rowland, Dale Wagoner, Rajinder Samra, Anette Raichbart, Jeff Drouin, Thomas Orf, Miguel Colon, Sarah Thompson, Trish Shannon, Noell Adams, David Rodriquez, Michelle Nava-Diaz, Rosalie Roque, Sui Song, Mujeeb Dadgar, Samantha Kessler, Bruce Griffin, Tamica Ward, Cheryl Mackey, Elsa Saenz, Dave Fouquet, Dyrell Foster, Julia Dozier, Kirti Reddy, Guisselle Nunez, Cynthia Gordon da Cruz, Susan Sperling, Ashley Young and Dawn Neideffer

## AGENDA TOPICS | MEETING COMMENCED AT 12:32

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

**Discussion** All welcomed.

**Conclusion** Quorum met with 11 voting members present, excluding Doug.

### Action items

None noted

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

**Discussion** Agenda reviewed, no discussion had.

**Conclusion** Doug asked for a motion to approve. Thomas moved, Rajeev seconded; agenda approved, unanimously.

### Action items

1. Agenda approved, unanimously

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

**Discussion** The fifth agenda item on the May 1<sup>st</sup> minutes was missing the approval to use rollback revenue to supplement the adjunct faculty budget for the 19-20 Fiscal Year. The minutes will be revised.

**Conclusion** Approval of May 1, 2020 minutes tabled until the next scheduled meeting.

## Action items

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1. Approval of the minutes from 5/1/20 tabled until the next meeting.

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Time allotted | **5 min** | Agenda topic **4.0 PRMG Report-outs** | Presenter **Doug**

**Discussion** Guisselle and Doug discussed PRMG expenditures prior to the meeting as Guisselle is unavailable to present the data. Doug reviewed some of the increases to expenditures: 1) the printing of class schedules has increased, 2) the spectrum of advertising on social media had to be broadened to capture the widening platform students are using, 3) there is a plan to increase advertising dollars in the movie theaters, with the notation that in COVID-19 era, this may not give a desirable return on investment, 4) also due to the COVID-19 era, there is an increase of cost to produce student videos.

**Conclusion** There is an extraordinary increase to PRMG costs going into the new fiscal year, but these are reasonable and necessary increases and expenditures.

## Action items

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None noted

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Time allotted | **10 min** | Agenda topic **5.0 Information on a New Email System** | Presenter **Bruce**

**Discussion** Bruce reviewed the [Email Issues and Resolutions](#) presentation. There is a District-wide email-improvement project underway; TCC formed a subgroup and looked at three different options to solve problems; Microsoft 365 is best solution. Conversation ensued. Final cost of ongoing subscription is not yet fully vetted; but it's approximated at \$52,000 per year with about 1000 user-accounts. Microsoft 365 will free up time for the IT system administrator and offer many applications for users.

**Conclusion** The Chancellor has approved the project; project will be paid with bond funds.

## Action items

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None noted

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Time allotted | **10 min** | Agenda topic **6.0 Recommendation for Dissolution of FFC** | Presenter **Rajinder**

**Discussion** The two primary purposes of the Funding Formula Committee (FFC) was to educate the CLPCCD community on components of the Student Centered Funding Formula (SCFF) and to look at innovative project proposals that will improve CLPCCD's performance on the State metrics. This committee has created good collaboration between the Colleges and the District. The recommendation moving forward is to dissolve this committee. FFC is a subgroup of PBC, and PBC can pick up the work FFC was doing and create additional subgroups under PBC, as needed.

**Conclusion** Rajinder asked for a motion to approve the recommendation to dissolve FFC, Sarah moved and Dale seconded. The recommendation is approved, unanimously.

### Action items

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1. Recommendation to dissolve FFC approved, unanimously

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Time allotted | 10 min | Agenda topic 7.0 Recommendation of Changes to the Charge of PBC from Taskforce | Presenter Sarah

**Discussion** The PBC Taskforce tightened up the language in the Charge of the PBC and assessed the process therein. Sarah read aloud the proposed changes to the group. Changes to the voting membership were made to give a more equitable representation of the different work groups. The taskforce is suggesting increasing SEIU representatives to have a representative from each site. A discussion over the Administrator appointees and the size of the committee ensued. Rajinder would like to change the language from District to District-wide.

**Conclusion** Doug asked for a motion to approve changes to the *Charge of PBC*; Sarah moved, Cathy seconded. The changes with the revision “change District to District-wide” are approved, unanimously.

### Action items

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1. Recommendation to revisions to the *Charge of the PBC* approved: Yes: 9, No: 1, Abstention: 1

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Time allotted | 15 min | Agenda topic 8.0 May Revision & Fiscal Stability | Presenter Ron

**Discussion** Ron shared his thoughts on recruitment for the new VC of Business Services and thanked Doug for coming out of retirement to help CLPCCD during our transition. Doug’s term ends in August and the process to announce and recruit for a new VC will be posted, immediately due to the financial uncertainty with the State budget as opposed to waiting for the fall term. Ron opened up the discussion for question or concerns regarding recruitment of the new VC. Thomas asked about hiring positions District-wide in light of budgetary concerns. Keeping an eye on the tentative budget is key to future hiring. Chasity asked if the vacant VC position might be filled with an internal interim. Having an interim VC is being looked at, along with how filling the position left vacant by the interim VC will be filled. Sarah moved the conversation to the State budget revisions. Ron shared two slides on current job losses and revenue decline in the State from the Governor’s May revision, [May Revise & Fiscal Stability](#). The State budget being negotiating right now shows our revenue dropping from \$140B to \$114B, and the State predicts they will not return to pre-COVID numbers until FY24-25; and the State projects the job losses in California will not go below 20% until FY22-23. Even if the governor reaches a compromises with what the Senate and the Assembly has put together, it is a one-year fix only.

**Conclusion** CLPCCD needs to prepare for cuts. A delay in cuts in one year will results in the projected cuts impacting the budget in the following year.

## Action items

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None noted

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Time allotted | 60 min | Agenda topic 9.0 Review of May Board Presentation-Tentative Budget Report-out | Presenter Doug

### Discussion

Doug reviewed the [Tentative Budget Presentation FY21](#). District is looking at large revenue loss. The State is looking at a \$54.3B deficit. To mitigate this deficit, the State is has canceled some of the spending expansions, they redirected some CalPERS money, they're using up some of the rainy day funds and safety net reserves. They are using up all of the public school stabilization account. There will be no COLA for FY20-21, apportionment will be reduced by 8%, the Strong Workforce Program will be reduced by 60% and there will be a couple deferrals in this fiscal year and next. SCFF metrics for FY20-21 will be the same as FY19-20, but reduced proportionately by 8%. Total hold harmless revenue will also be reduced by 8%; the 3-year average of credit FTES can remain the same as it was FY19-20 for FY20-21. Pension costs will be reduced in FY20-21 and FY21-22. Other provision can be reviewed in the presentation linked above. Given the BAM formula, every part of the Districts allocation model is effected by the State's reductions (except 3A expenses). There is a 9.7% hit to the District operational costs. Expenditure reduction considerations are in salaries, wages and benefits, which account for 90.5% of District cost; operating expenses, capital outlay transfers and furloughs. Other resource considerations are the rollback reserve funds, offering another retirement incentive and using the District's current fund balances. These one-time funds may help us in FY20-21, but the long term solutions are what we need to look at and it will take some time.

### Conclusion

The presentation's intention is to show options about where we may be able to cut expenses. Rosalie, Budget Officer, and Barb, Business Services Director, will be finalizing the tentative budget. A special meeting was voted on and approved for June 18th at 10:00am.

## Action items

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1. A special meeting for June 18<sup>th</sup> was proposed and approved, unanimously

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Time allotted | 3 min | Agenda topic 10.0 Future Agenda Items | Presenter All

- a) State Adopted Budget
- b) BAM 2.0
- c) Designated Program Review
- d) 13XX Budgets
- e) ESS-SCFF Reporting Guideline

**Summary of Actions Items:**

1. Agenda approved, unanimously
2. Approval of the minutes from 5/1/20 tabled until the next meeting
3. Recommendation to dissolve FFC approved, unanimously
4. Recommendation to revisions to the Charge of the PBC approved: Yes: 9, No: 1, Abstention: 1
5. A special meeting for June 18th was proposed and approved, unanimously

**Meeting adjourned at: 2:57**