



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes September 6, 2017

APPROVED

**Members Present:** **Co-Chairs:** Rod Garcia, Carlos Ayon; **Management Reps:** Cyndi Grein, Rich Hartmann; **Faculty Reps:** Josh Ashenmiller, Pete Snyder; **Classified Reps:** Summer Marquardt; **Associated Students Rep:** Taylor Gaetje (Interim); **Resource Members:** Gil Contreras, Melisa McLellan, and Catalina Olmedo.

The meeting commenced at 2:03 p.m.

**I. Welcome and Introduction of New Members:** Members introduced themselves to interim A.S. Rep Taylor Gaetje. A.S. President Taylor Gaetje will attend the PBSC committee meetings to represent the Associated Students until the two A.S. Rep vacancies are filled.

**II. Review of Committee Mission, Purpose and Guidelines:** Co-chair Garcia provided a brief overview of the Mission, Purpose and Guidelines of the Planning & Budget Steering Committee as stated in the handout he distributed.

**III. Approval of Meeting Notes:** The May 17, 2017 Summary Meeting Notes were unanimously approved.

**IV. Budget Update:** Co-chair Garcia reported that the budget will be taken to the Board on September 12, 2017. Once the budget assumptions are available, he will distribute them to the committee. The State's budget looks good, but declining enrollment (decline in FTES) doesn't affect the State's budget as it does ours. To resolve the situation, we borrowed from Summer FTES to capture 0.41% growth (\$800,000) for the District so that the current year is our stability year. We are also using one-time funds to fill the gap.

In regards to Extended Day deficits to pay adjunct faculty and full-time faculty overload, the \$3M overfunded amount has decreased to \$1.7M.

As for the PERS/STRS increase, the District has been setting aside money each year and earmarked these funds to offset the increase, and as a result the District is fully funded through 20/21. Due to this strategy, the District will have one-time monies available in the future.

In response to Pete Snyder's question regarding statewide instability, Rod replied that only a handful of Districts are growing with about one third in instability.

Plans are in place to bridge the gap of the \$5M ongoing deficit due to the summer shift which pushed out our stability from 16/17 to 17/18. Currently, one FTES is approximately equal to \$5,000 in funding.

The District's plan for the \$40M in one-time funds include:

1. Address the \$5M ongoing deficit.
2. Cover shortfalls in extended day.
3. Review operating allocations.
4. Conducting a cost/benefit analysis of an early retirement package.

Regarding program review and campus planning, this year is the Instructional Program Review Cycle and the PBSC will review the resource requests in Spring 2018 to fund in Fall 2018. The College will earmark \$300,000 and allocate \$200,000 to the Computer Replacement Program for instructional labs, classrooms and faculty. We will also propose \$100,000 to fund those items not funded last year.

Deans' Council was tasked to identify funding needs for available Lottery Funds in the amount of \$74,000. Dean Hartmann will present the results to the PBSC, and we will review the information and make a recommendation to PAC (President's Advisory Council).

This year, the PBSC will review instructional equipment. Additionally, the PBSC will need to determine if there are any non-instructional resources that were not funded in program review.

Pete asked about the status of the Extended Day Funding Model. Co-chair Garcia responded that some would like to dissolve the newly approved model. The District Council on Budget and Facilities (CBF) Committee will review the current model and determine if a revised model will be developed. The campus decision to use non-resident fees is favorable. The decision to implement a push-out model to allocate at the campus level is still being considered as an option, but this model has no emphasis for the campus to be efficient.

VP Contreras stated he would like to hire a full-time counselor for non-resident students due to a spike in enrollment. Non-resident students are comprised of both out-of-state and international student populations.

**V.A. Planning Update – Strategic Plan:** Final outcomes for 16/17 close out and final outcomes for SAPs have been collected. It should be noted that some SAPs may include a wish list or turnover from old Deans. On December 1, the District is planning an integrated Planning Summit.

**V.B. Planning Colloquia:** Co-chair Ayon reported that the IEPI draft report is being presented to the Faculty Senate for their review on Thursday, September 7. The Office of Institutional Research and Planning Development (OIRP) submitted a proposal for budget items based on the recommendations made by the IEPI.

**V.C. District Innovation and Strategic Plan Fund:** There was discussion that not all of the District Innovation and Strategic Plan funds are being utilized and the campus should tap into

these funds. The Innovation Fund provides for \$100,000/year in individual awards up to \$25,000 each. The District has considered increasing available funds to \$500,000/year with proposals being awarded up to \$50,000 to \$80,000 each.

It was stated that District Strategic Directions always has money available that goes unfunded. Our campus has a Program Review Process that includes a Resource Allocation Process yet some resource requests are unfunded. Our campus' program reviews include actual SAPs with identified needs and data to support the needs, yet there is not enough funding to meet our needs. The District's funding sources may be viable options to fund our future needs. The committee recognizes the lack of integration in planning between the District and the campus. A question was asked that if the District wants to implement the Guided Pathways and Promises Program strategies, will they provide the necessary funding.

**VI. Other/General Discussion:** Rod invited everyone to the Board meeting on September 12, 2017, as the budget will be presented by Vice Chancellor Fred Williams and Interim District Director of Fiscal Affairs Kashu Vyas for anyone interested in attending.

Meeting adjourned at 2:53 p.m.

Meeting Notes were taken and typed by Melisa McLellan

Next Meeting: September 20, 2017