



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes September 5, 2018

APPROVED October 3, 2018

Members Present: **Co-Chairs:** Rod Garcia, Carlos Ayon; **Management Reps:** Cyndi Grein, Richard Hartmann; **Faculty Reps:** Josh Ashenmiller, Kim Orlijan; **Classified Reps:** Nichole Crockrom, Monica Hagmaier; **Resource Members:** Melisa McLellan, Catalina Olmedo.

The meeting commenced at 2:10 p.m.

I. Welcome and Introductions: Co-chair Garcia welcomed new members Kim Orlijan, Faculty Rep from the Humanities Division and Monica Hagmaier, Classified Rep from the Math Division. Garcia introduced himself followed by committee member introductions.

II. Review of PBSC Mission, Purpose, and Guidelines: Co-chair Garcia read through the committee composition and terms and also highlighted key points from the guidelines. He encouraged the new members to read the Mission, Purpose and Guidelines document in its entirety and if they had any questions or concerns to please contact him.

III. Approval of Meeting Notes: The May 16, 2018 Summary Meeting Notes were unanimously approved by a motion from Nichole Crockrom, seconded by Rich Hartmann; all were in favor.

IV. Planning Update: Co-chair Ayon reported that he has not seen the 2017-18 Instructional Program Review Resource Requests but will research and report back at the next meeting. Ayon also reported that his office, the Office of Institutional Effectiveness is using Tableau for campus-wide financials including FTES tracking.

Ayon distributed a handout outlining the proposed College Goals and Objectives the PBSC revised in May 2018. He asked the members to review the document and there being no changes, he stated the document would be presented as an informational item at PAC with plans to be adopted in spring 2019. Ayon announced a Goals Forum scheduled for Monday, October 29, 2018, from 2-4 pm in room 224-228.

A member made a comment that use of the term “diversity” is being replaced with “equity” to be more qualitative and that the College may want to take this into consideration and review the proposed Goals and Objectives with this in mind.

V. Budget Update: Co-chair Garcia distributed three budget-related documents. The first was a PowerPoint handout entitled “NOCCCD 2018-19 Fiscal Update” dated August 8, 2018 that was presented to management last month by Fred Williams, Vice Chancellor, Finance & Facilities management. Garcia discussed each slide while highlighting information of importance. Last year, the District covered the College’s \$247,000 deficit and one-time funds paid for extended day shortfalls for faculty overload and adjunct faculty salaries. Rod reported the College’s tentative budget is the same as last year. Rich Hartmann asked if Instructional Equipment (IE) funding will be available and Rod replied that the tentative budget allocated \$370,000 for IE needs, of which \$200,000 will be used by ACT for computer replacement. Rod is allocating an additional \$300,000 in carryover funds for computer replacement, for a total of \$500,000.

Rod also distributed an advanced copy of an excerpt from the 2018-19 Proposed Budget and Financial Report to be presented at the Board of Trustees meeting on September 11, 2018. Of importance is that 2018-19 will be the first year the State’s new Student Centered Funding Formula (SCFF) will be implemented which shifts funding from student enrollment at census to a combination of enrollment at census, a supplemental allocation that has focus on equity and a student success incentive allocation where student outcomes are considered. The good news is that this new formula has a three-year hold harmless provision that will provide stable funding for the next three years. In addition, when comparing the SB361 funding model and the new SCFF model, there are significant fiscal gains. For example, when Cambridge West (consulting firm hired by the District) did an analysis using 16/17 figures, there was an \$8,391,702 increase in total allocation. The document reports that there is a budgeted structural surplus of \$5.1 million, but this does not include any potential negotiated salary agreements with faculty unions, faculty hires for 2019-20, surprises from the new funding formula, or drop in sustainable FTES.

The third document was described as the “Cliffsnotes” to the budget because it was prepared by the California Community Colleges Chancellor’s Office. Rod did not discuss the document, but provided it as an overview of the 2018-19 Budget for the California Community Colleges.

VI. Building User Group (BUG) Procedures - REVISED: Faculty Senate President Josh Ashenmiller reported that the Faculty Senate will review the latest version of the Building User Group (BUG) procedures approved by the PBSC in May 2018 at their next meeting tomorrow, September 6, 2018. If approved by Faculty Senate, then the PBSC can approve a recommendation to PAC at their next meeting.

VII. Fall 2018 Meeting Schedule – REVISED: Co-chair Garcia distributed a revised FY 2018-19 PBSC Meeting Schedule and informed the committee that effective immediately to plan and schedule the first meeting of each month and keep the second meeting of each month only as needed. The months that will require two meetings per month will include the analysis of program review resource requests and discussions related to allocating funds which require recommendations to the President’s Advisory Council (PAC). If the second meeting is not needed, Melisa will send an email notification prior to the meeting date.

VIII. Other/General Discussion: Associated Students are currently holding their elections so we can expect the student representatives to be appointed in the coming weeks. Garcia reported on the status of facilities’ projects as follows.

- **300/500 Renovation:** The BUG did not meet this summer, but R2A Architecture has commissioned preliminary work and the project is moving forward as planned.
- **Status of Staff Parking Lot B (located between 1200 and 1400 Buildings):** Construction for the new Instructional Building is planned to start in January 2020, so this parking lot, which is the site of the New Instructional Bldg., will not be closed until we approach the construction date.
- **Off-site Parking:** The College leased a parking lot located on Chapman Avenue and Raymond Avenue that allows for 140 spaces. A shuttle bus service is being operated to and from the College during the first six-weeks of each semester. Early reports indicate the parking lot spaces are being used to full capacity.
- **EV Charging Stations:** Assistant Project Manager Megan Moscol has some contacts at So Cal Edison and after some discussion we have a proposal that if we purchase three modules that provides for 6 charging spaces at a reduced rate between \$25,000-30,000 per unit, So Cal Edison will pay for the necessary infrastructure.
- **New Instructional Building:** Joe Carrithers, BUG member and Humanities Faculty, reported to Rod that progress is going well on the building and floor schematics.

Meeting adjourned at 3:40 p.m.

Meeting Notes taken by Melisa McLellan

Next Meeting: September 19, 2018