



PLANNING AND BUDGET STEERING COMMITTEE

Summary Meeting Notes

September 4, 2019

APPROVED September 18, 2019

Members Present: **Co-Chairs:** Rod Garcia, Joseph Ramirez; **Management Reps:** Richard Hartmann, Cyndi Grein; **Faculty Reps:** Joshua Ashenmiller, Kim Orlijan; **Classified Reps:** Nichole Crockrom; **Student Reps:** Trenton Schamberger; **Resource Members:** Melisa McLellan, Vivian Gaytan, Catalina Olmedo; **Members Absent:** Monica Hagmaier.

The meeting commenced at 2:12 p.m. Introductions were made in order to welcome interim co-chair Joseph Ramirez who is temporarily replacing Carlos Ayon and the new student representative Trenton Schamberger, who will be serving on the committee through May 2020.

I. Approval of Meeting Notes: The May 15, 2019 Summary Meeting Notes were unanimously approved by a motion from Kim Orlijan and seconded by Richard Hartmann; all were in favor.

II. Budget Update: Joshua Ashenmiller asked for clarification as to why the Sustainability Committee funding request was presented to PAC before coming to the PBSC. It was clarified that co-chairs Aline Gregorio and Megan Moscol first presented a PowerPoint at PAC and were informed to make the funding proposal presentation at PBSC. A presentation was made to the PBSC at their meeting on May 15, 2019.

PowerPoint Budget Update: Co-chair Garcia announced that the 2019-20 budget will be presented to the Board for adoption on September 10, 2019. Garcia distributed a Budget Update PowerPoint handout prepared by Vice Chancellor Fred Williams that was presented to the CBF (Council on Budget and Facilities), DCC (District Consultation Committee), and FC Management Team. Highlights include the Districtwide Ending Fund Balance of \$102,357,521. Since the District is still in Stability/Hold Harmless and receiving state funding for that purpose, the District is \$15 million above what we should be getting. The Hold Harmless funding was slated to end in 2021; however, it has been extended for one year into 2022. In fact, 1/3 of the Districts are in Hold Harmless System-wide and 2/3 are having to fund those receiving stability funding. FTES continues to decline, and the District is budgeting for the amounts we are receiving. Referring to the Apportionment slide, Revenue for 2019-20 is \$214,297,537, but that amount is not budgeted for. Changes in the Funding Formula include: 1) A three-year average of supplemental and student success metrics, 2) Funding rates are backed into and will be increased by COLA in the future, 3) District will only be given credit for the highest degree in any given year and counts only in the district in the year the award was granted, and 4) A "Transfer Student" is only included in a district's count if the student completes 12 or more units in the year prior to transferring. The District received One-time Funding for 2019-20 and

discussions for potential funding allocations are taking place at CBF and at Chancellor’s staff. Fullerton College has received \$5.8 million thus far, which includes:

Fullerton College	Amount
Professional development	\$25,000
Extended Day	1,500,000
Operating Allocation	500,000
Hunger Initiative	100,000
Campus Priorities	1,000,000
Foundations	150,000
Outreach	50,000
Scheduled Maintenance	1,000,000
ADA	500,000
Capital Projects	1,000,000
Total Allocation for Fullerton College	\$5,825,000

The proposed budget only allocated \$182,000 for both Instructional Equipment (IE) and Scheduled Maintenance, but in the past it was in the millions. The District has accumulated \$22M in PERS/STRS Dollars earmarked for upcoming increases, which is enough going forward and \$26M in Stability/Hold Harmless monies. Other important budget information includes: 1) A COLA on Categoricals, which differs from the General Fund, 2) The State gave an extra year of Hold Harmless funding, and 3) A second year of funding was made available to continue the Promise Program. There is a difference in the expenditure of Promise funding between FC and CC because FC has more students that qualify for financial aid than Cypress, so Cypress is spending more of the Promise monies. FON – Full-time Faculty Obligation Number for Fall 2019 is 562.2. Current figures are 558 filled positions with 8 late retirements for a total of 566. Ms. Grein asked is if our FON is comparable to other Districts and Mr. Garcia replied that it is not because ours is much higher. Lastly, as of June 9, 2019 the Unrestricted General Fund of on-going actual revenues of \$207,729,382 less expenses of \$205,160,052 yield a \$2,569,330 surplus, which does not include the \$2,700,000 faculty tentative agreement (not approved).

Garcia reported that the 2019-20 District Proposed Budget and Financial Report will be posted on the website after the September 10th Board Meeting.

Garcia distributed a handout titled Dean Prioritized List that identifies 2017-18 Instructional Resource Requests. The items highlighted in dark green represent items funded last year and the items highlighted in light green are items not funded last year, but are proposed for Instructional Equipment (IE) funding this year, for a total of \$182,000. Garcia asked the committee to review the items and consider a recommendation to PAC to allocate IE funding at our next meeting.

Garcia also distributed a one-page report titled 2019 Annual Program Review Update Resource Requests and asked the committee to review the requests to identify those items that can be categorized as IE. Rod highlighted one item for \$10,000 from the Music Department. Any items found on this list will be added to the list being considered for IE funding. He asked members to email him any additional items and discussion will continue at our next meeting.

III. 2018-19 Non-Instructional Program Review Resource Requests: Mr. Garcia reported that \$500,000 has been earmarked for the 2019 Non-instructional Resource Requests. Prior to today's meeting, members received a handout listing the proposed resource requests endorsed by the Program Review Committee to be considered for funding by the PBSC committee in the amount of \$490,190. Over the summer, Rod identified items (highlighted in red) to be removed from PBSC consideration because they are capital outlay expenditures or ongoing expenses such as salaries or expenses that would be incurred for more than one year. He also spoke to all the deans and removed items that were funded from other sources or items the departments no longer needed. The committee then discussed the remaining items on the list. It was determined to request the Distance Education Program Review Report to review the details of Item # 24 – CA C.C. Online Education Initiative totaling \$49,420. Melisa is going to request the report and email it to the committee members before the next meeting. The committee was in agreement that all other items were justified requests.

Program review awarded funds (one-time funds) are tracked as they are used to purchase approved items throughout the year, but these funds are not swept at the end of the year. The College will after three years review unspent monies with the dean to determine if the unspent funds are still needed.

Dr. Contreras shared some thoughts with the committee. He stated that we must look to the future and invest in people and space that isn't allowable using this process (Program Review). As a shared governance group, this is a conversation we should have. The total requests for people and space amount to \$2.5 million and these items cannot be considered for funding in this manner by this committee.

Informational Item: Garcia distributed a report titled NOCCCD One Idea for Allocation of One-Time Funds which outlines District dollars given to each campus in the areas as listed. This document was distributed to the CBF Committee (Council on Budget and Facilities) for review. Garcia stated the amounts may change from year to year as funding will be approved over time.

IV. Planning Update: Interim co-chair Joe Ramirez reported that the Fullerton College Mission, Vision, and Values were updated last year. The District is currently working on updating the Educational Master Plan, which is a component of planning. The College will be updating the Integrated Planning Manual and Strategic Action Plans (SAPs) that were built in 2015-17 and have expired. The SAPs are stored in a 99 page Excel spreadsheet and contains very detailed plans over a 2 to 3-year period. We can do higher level planning and be less specific. In terms of planning perspectives, these documents are the guiding principles for our College.

Dr. Contreras shared a comment that personnel is a District obligation and salaries/positions account for about 90% of the general fund. Alternatives include collaboration with the District for other options for hiring personnel, such as considering 1-3 year contracts in order to allocate one-time funds for personnel.

V. Other / General Discussion: None

Meeting adjourned at 3:28 pm

Meeting Notes taken by Melisa McLellan

Next Meeting: September 18, 2019