



## PLANNING AND BUDGET STEERING COMMITTEE

### Summary Meeting Notes from ZOOM Meeting

September 1, 2021

APPROVED October 6, 2021

**Members Present:** **Co-Chairs:** Rod Garcia; **Management Reps:** Carlos Ayon, Cyndi Grein; **Faculty Reps:** Kim Orlijan, Marcus Wilson; **Classified Reps:** Nichole Crockrom, Jennifer Merchant; **Student Reps:** To be appointed; **Resource Members:** Melisa McLellan, Vivian Gaytan.

The meeting commenced at 2:09 p.m.

**I. Introduction of New Members:** Rod welcomed new Classified Representative Jennifer Merchant and Management Representative Carlos Ayon to the PBSC committee to replace Monica Hagmaier and Richard Hartmann respectively. Student Reps are yet to be appointed. Incoming Director of Institutional Effectiveness Daniel Berumen will be board approved on Tuesday, September 14, 2021 and will join the committee serving as the co-chair for planning.

**II. Mission/Purpose/Guidelines:** Rod reported that Melisa emailed the PBSC's Mission, Purpose and Guidelines and that members can review the document on their own and if they have any questions to either email Rod or ask at our next meeting.

**III. Approval of Meeting Notes:** The May 5, 2021 Summary Meeting Notes were unanimously approved by a motion from Marcus Wilson and seconded by Nichole Crockrom.

**IV. Budget Update:** Rod reported that the 2021-22 State Budget was approved and he highlighted a summary of the proposed components of the California Community Colleges Budget taken from the State Chancellor's Office Memo dated June 29, 2021. Rod reminded the committee that the figures presented are the State's system-wide dollar amounts and our District's share equates to about 3% of that amount. High-level highlights are listed below:

#### **COLA and SCFF Apportionments**

- COLA of 5.07% (\$371.2M) ongoing to provide a 5% COLA to the Student Centered Funding Formula (SCFF)
- Extends the hold harmless provision by one year
- 0.5% Growth (\$23.1M) to support growth in all three components of the SCFF

#### **Eliminating Budget Year Deferrals**

- Deferrals of \$1.5B paid in full (one-time funds)
- Deferrals will now be paid back earlier, in July and August of 2021

#### **Diversity, Equity & Inclusion**

- \$24M ongoing for the Student Equity and Achievement Program (SEAP)

- \$600,000 for planning to advance antiracism in curriculum
- \$5M to implement the ethnic studies general education requirement (*no guidelines yet released*)
- \$1M to update and modernize the CCC Registry
- \$20M one-time for culturally competent professional development
- \$20M one-time for Equal Employment Opportunity (EEO) best practices

#### **Faculty Supports**

- \$10M ongoing and \$90M one-time to increase part-time faculty office hours (*FC faculty supports*)
- \$100M to increase the number of full-time faculty at CCCs (our District turned down)

#### **Basic Needs & Affordability**

- \$250M one-time in emergency financial aid (direct to students)
- \$30M ongoing and \$100M one-time to support basic needs
- \$30M million ongoing to support student mental health
- Includes language to allow federal stimulus funds to be used to cover unpaid fees for students affected by the pandemic

#### **Workforce**

- \$42.4M ongoing increase for the Strong Workforce Program
- \$15M ongoing increase to support the California Apprenticeship Initiative
- \$12.5M ongoing increase for a COLA on adult education

#### **Deferred Maintenance**

- \$511M one-time Proposition 98 to address deferred maintenance needs

*This amounts to \$6M for Fullerton College and Rod said he also set aside \$1M for instructional equipment needs.*

#### **Online Infrastructure**

- \$10.6M ongoing to provide a system-wide and integrated online infrastructure that supports the continuity of education and quality distance learning across the community college system

*Marcus asked if this online system is the same as the on-line Calbright College where there were discussions to get rid of the college and redistribute the funds.*

#### **Enrollment**

- \$100M one-time to support student recruitment and retention strategies

#### **Categorical Programs to Support Disproportionately Affected Student Populations**

- 1.7% COLA for categoricals
- \$4.9M ongoing increase for Umoja
- \$8M ongoing increase for MESA
- \$7M ongoing increase or Puente Program
- \$20M ongoing increase for EOPS
- \$10M ongoing to support the Rising Scholars
- \$1.3M ongoing increase for Historically Black Colleges and Universities (HBCU) Pathways
- \$5.8M ongoing increase for dreamer resource liaisons to allow every campus to have a fulltime position

#### **Pathways**

- \$10M one-time for common course numbering
- \$10M one-time to establish a workgroup for a competency-based education pilot program
- \$50 million to continue Guided Pathways implementation

#### **Calbright**

- Continues implementation of Calbright College
- Includes language stating that AB 1432 (Low) or another policy bill is enacted concerning the repeal of Calbright, its provisions shall control the provisions in the budget.

*Marcus stated that our EOPS services work and that these are our full-time students.*

#### **Non-Proposition 98 General Funds**

##### **Cal Grants**

- Implement several reforms to the state Cal Grant program
- Remove age limitations and time-out-of-school restrictions for CCC students
- Cal Grants will follow CCC student to UC and CSU upon transfer (not privates)

**Student Housing**

- \$2B one-time for affordable student housing; split over three years: \$500M in 2021-22, then \$750M the next two years
- There will be discussion this summer about the structure of the program

*The NOCCCD District hopes to have a discussion regarding this topic next summer.*

**NOCCCD Budget Update:** We are in the process of inputting the District budget assumptions for 21-22 using the new SCFF (Student Centered Funding Formula) and the proposed budget will include the hold harmless funds. The budget will be presented at the next Board of Trustees meeting on September 14, 2021, and if approved as expected, it will roll into BANNER the following day. Rod stated Lottery Fund restrictions have been relaxed and the District can now purchase equipment with these funds. Rod also stated that enrollment at the College has significantly decreased.

**North Orange County Community College District  
Proposed Budget  
2021-22 Resource Allocation Model Budget Summary  
August 26, 2021**

	<b>DW</b>	<b>DS</b>	<b>CC</b>	<b>FC</b>	<b>NOCE</b>	<b>Total</b>
Revenues	\$ 8,405,325	\$ 20,468,794	\$ 75,588,101	\$ 99,114,127	\$ 22,877,225	\$ 226,453,572
Net Chargebacks	-	812,530	78,635	204,919	(1,096,084)	-
	8,405,325	21,281,324	75,666,736	99,319,046	21,781,141	226,453,572
Expenses	8,280,325	20,875,433	81,048,930	105,249,087	22,324,823	237,778,598
Contingencies	125,000	405,891	-	100,000	55,000	685,891
	8,405,325	21,281,324	81,048,930	105,349,087	22,379,823	238,464,489
Net Available Revenue Net Transfers In/(Out) to Supplement Self-Supporting Operations	-	-	(5,382,194)	(6,030,041)	(598,682)	(12,010,917)
	-	-	-	-	176,063	176,063
<b>Structural Deficit</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,382,194)</b>	<b>\$ (6,030,041)</b>	<b>\$ (422,619)</b>	<b>\$ (11,834,854)</b>
Backfill from One-Time Sources Emergency Provisions Funding			3,504,228	4,839,041	1,915,787	10,259,056
Transfer in from Carryover						-
Balance	\$ -	\$ -	\$ (1,877,966)	\$ (1,191,000)	\$ 1,493,168	\$ (1,575,798)

Over the pandemic, Fullerton College has been using government funded CARES dollars so general unrestricted funds are being saved, which is estimated at \$20M in savings. Being closed has allowed us not to hire as many hourlies or incur other expenses so our fund balance continued to go up. Marcus asked if we could lock those funds at the campus/college level

before the new Chancellor is appointed, but Rod said it's based on our carryover. The District is currently preparing the budget book to be released soon. Rod would like to fix the \$6,030,041 before 2025 when the hold harmless ends. He said we need to be mindful and ask where can we be more efficient.

**V. Update: PBSC Recommendation to PAC - Program Review:** Rod screen-shared an update on the status of last year's Fall 2020 Annual Program Review Update Form Resource Requests. On May 12, 2021, PAC approved the PBSC's recommendation to award funding in the amount of \$405,560 to the resource requests listed below, and funding has been incorporated into the budget:

PBSC Recommendation to PAC on May 12, 2021				
for Fall 2020 Annual Program Review Update Form Resource Requests				
Item #	Office/Program	Program Review Area	Amount of Request	Item Description
1	Dance Dept (PE)	Instructional	\$2,000.00	Videographer
2	Dance Dept (PE)	Instructional	\$3,640.00	7 cameras for synchronous Zoom instruction (\$520 each)
3	Disability Support Services (Student Support Services)	Administrative	\$2,650.00	Clear masks for working with hearing impaired students
4	Disability Support Services (Student Support Services)	Student Services	\$4,200.00	Clockwork digital platform for student files
5	Disability Support Services (Couns)	Instructional	\$4,330.00	Tablet computers, styli, keyboards, cases to enable online sessions with students
6	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$1,000.00	Meeting OWL Pro system
7	Library (Lib)	Student Services	\$8,000.00	Kanopy subscription, streaming video database
8	Reading Dept (Hum)	Instructional	\$6,000.00	Marketing / outreach video
Subtotal funded by CARES: \$31,820				
9	Communication Studies Dept (Hum)	Instructional	\$66,000.00	Hornets Tutoring (11 sections x 2 semesters x \$3,300 per tutor)
10	Mindfulness Program (Hum)	Instructional	\$24,000.00	Tutors (8 sections x \$3,000)
11	Reading Dept (Hum)	Instructional	\$18,000.00	Embedded tutors (6 tutors, 3 per semester)
Subtotal funded by CARES through Hornet Tutoring: \$108,000				
12	Biology Dept (Nat Sci)	Instructional	\$34,000.00	Several different types of microscopes
13	Digital Art Dept (Fine Arts)	Instructional	\$115,000.00	Replace, fix, maintain technology in 5 digital art computer labs
14	Disability Support Services (Student Support Services)	Student Services	\$350.00	ProCase Noise Reduction Ear Muffs (15 x \$23)
15	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$1,100.00	Online training for AIMS360, 2 instructors x 10 hrs x \$55/hr
16	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$10,000.00	Software: 16 Cloud Adobe Illustrator, Photoshop, In Design
17	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$30,000.00	16 computer tables, CAD drafting desks
18	Fashion Design and Marketing Dept (Tech/Eng)	Instructional	\$70,000.00	16 computers
19	Nutrition and Foods Dept (Nat Sci)	Instructional	\$1,090.00	Instructor curriculum from professional association
Subtotal funded by Program Review \$261,540				
20	English Dept (Hum)	Instructional	\$4,200.00	Summer 2021 Faculty Inquiry Group for 12 faculty
Subtotal funded by Staff Development \$4,200				
<b>Total Funding Recommendation:</b>			<b>\$405,560.00</b>	

**One-time Funding Update:** Rod screen-shared the One-Time Funding List he prepared that was approved by PAC and shared at CBF. Rod reported that the recommendation for one-time funds was presented at CBF (Council on Budget and Facilities), forwarded to DCC (District Consultation Committee), and was approved by the Chancellor to award Fullerton College with \$5,760,000 in funding to be rolled into the budget for 2021-22. At a high level, this includes funding for:

Sustainability	300,000
Outreach, Marketing, and Temporary Projects	585,000
Program Review	575,000
Scheduled Maintenance	<u>4,300,000</u>
<b>Total:</b>	<b>5,760,000</b>

A temporary Director for Sustainability was hired named Tyler Deacy using a portion of the \$300K. Rod reported that Lisa McPherson is collaborating with others across campus to develop videos and social media using part of the Outreach/Marketing funds.

We expect the Program Review committee will provide the PBSC with another resource request list for our review such that we can prepare another recommendation to PAC to award more funds to be available in Fall 2022.

**CARES Funding:** The College has received CARES Funds in three parts, referred to as CARES 1, CARES 2 and CARES 3. CARES 1 funds have been fully spent. There is a balance of \$800,000 in CARES 2 funds that have been fully committed but not spent by the contact tracing area and student check-in location. The College received \$34M in CARES 3 funding including \$17M to be distributed directly as student financial aid and \$17M identified as the institutional portion. The College is using the institutional portion for restoration of student debt, purchasing laptops, headphones, wi-fi for distribution to students, bagged groceries and frozen meals distributed to students once a week via the drive-thru food drive, and hot grab & go breakfast and lunch meals for students. Fullerton also used a portion of the monies to backfill revenue shortfalls in the Bookstore, Child Development, and Divisions that rely on income such as Natural Science Horticulture, Fine Arts, and Tech Ed. The College also received an additional \$2M in funding for direct student aid because we are a minority serving institution. A question was asked if these funds can be taken away and Rod reported that we have fully committed these funds so they can't be taken away.

Students used to register online for the free food programs, but now they can scan or type in their ID. The college has been serving about 300 – 400 students a day and about 2000 students a week. Marcus inquired if we can plan a hot meal program for our students long term after the short-term one-time funds are spent. Rod said that we need to know the size of this program and what fund can be used. Marcus discussed to start with a free-breakfast program which is also an incentive to get students on campus in the morning. A question was asked if basic needs dollars can be used for this purpose. Rod stated the College may increase the student financial aid disbursement from \$500 to \$1000. Rod also reported the College wrote

off student debt for 2019 using CARES dollars during the pandemic in the amount of about \$1.2M.

**Bookstore Update:** The College hired an independent Bookstore Consultant to assist with the RFP process. The College Bookstore RFP went out and we received 3 proposals from Follett, Barnes and Nobel and another company. The College selected Follett and they were Board Approved. Follett also manages the bookstore at Cypress College. From the beginning, the District worked with CSEA to repurpose the bookstore staff. The FC Bookstore is staffed by one manager, Nick Karvia who is retiring in December 2021 and five classified members who the District is working to replace in lateral positions.

**VI. Other/General Discussion:** Dean Carlos Ayon asked if the pushout funding model has been implemented and Rod said that nothing will change for our campus.

Meeting adjourned at 3:33 pm  
Meeting Notes taken by Melisa McLellan  
Next Meeting: September 15, 2021