



# Planning & Budget Committee Meeting Agenda

FRIDAY, APRIL 15, 2016

9:00 A.M.– 11:00 A.M.

ROOM L246

<b>FACILITATORS</b>	Tim Flood, Vice President for Business and Financial Affairs Linda Gilstrap, Dean, Office of Institutional Effectiveness Patti Flores-Charter, Academic Senate President
<b>NOTE TAKER</b>	Janell Ruiz, Administrative Assistant Confidential, VP BFA
<b>PLEASE READ</b>	Minutes of March 18, 2016; Policies and Procedures for 2 <sup>nd</sup> Read; Policies and Procedures for 6-year review
<b>PLEASE BRING</b>	Agenda and minutes if desired
<b>GOALS 2015/2016</b>	<ol style="list-style-type: none"> <li>1. Complete 6000 and 3250 Policy/Procedures</li> <li>2. Complete 6300 with Ad Hoc Committee</li> <li>3. Develop and implement Institutional/Budget Combined Planning Calendar</li> <li>4. Finalize Strategic Plan</li> <li>5. Develop 5-year Budget Plan/Projections</li> </ol>

<b>PLANNING &amp; BUDGET COMMITTEE MEMBERS</b>		
<b>Tri-Chairs: Tim Flood, Linda Gilstrap and Patricia Flores-Charter</b>		
	<b>VOTING MEMBERS:</b>	<b>VOTING MEMBERS (continued):</b>
	<i>2 Academic Senate:</i>	<i>2 ASO Student:</i>
	<ul style="list-style-type: none"> <li>• Andrew Rempt</li> <li>• Angela Rock</li> </ul>	<ul style="list-style-type: none"> <li>• Vacant (not calculated in quorum)</li> <li>• Vacant (not calculated in quorum)</li> </ul>
	<i>2 CSEA:</i>	<i>1 Confidential:</i>
	<ul style="list-style-type: none"> <li>• Hilda Carey</li> <li>• Tammy Ray</li> </ul>	<ul style="list-style-type: none"> <li>• Alfredo Farah</li> <li>• Diana Haskins</li> </ul>
	<i>2 SCCDAA:</i>	<i>1 IPRC:</i>
	<ul style="list-style-type: none"> <li>• Linda Hensley</li> <li>• Vickie Kimbrough</li> </ul>	<ul style="list-style-type: none"> <li>• Randy Beach</li> </ul>
	<i>2 Administration: (rotating)</i>	<b>NON-VOTING MEMBERS</b>
	<ul style="list-style-type: none"> <li>• John Clark, VP ES</li> <li>• Tim Flood, VP BFA</li> <li>• Angelica Suarez, VP SA</li> <li>• Kathy Tyner, VP AA</li> </ul>	<ul style="list-style-type: none"> <li>• Elena Arteaga, SCEA</li> <li>• Maria E. Martinez-Sanabria, SCEA</li> <li>• Melinda Nish, S/P</li> <li>• Mink Stavenga, (resource)</li> <li>• Wayne Yanda, Director of Finance (resource)</li> </ul>
	<i>Guest(s):</i>	<i>Recorder: Janell Ruiz, Confidential BFA</i>

QUORUM: 5 VOTING MEMBERS

## Agenda Items

	TOPIC	PRESENTER	ITEM TYPE	TIME ALLOTTED
	Call to Order	Flood/Flores-Charter/Gilstrap		2 minutes
1.	Approval of Agenda, Minutes <ul style="list-style-type: none"> <li>• <a href="#">3-18-16 Minutes DRAFT</a></li> </ul>	Flood/Flores-Charter/Gilstrap	Action	3 minutes



2.	<a href="#">6520 BP - Security for District Property</a> <a href="#">6520 AP - Security for District Property</a> <a href="#">6530 BP - District Vehicles</a> <a href="#">6530 AP - District Vehicles</a> <a href="#">6750 BP - Parking</a> <a href="#">6750 AP - Parking</a> <a href="#">6800 BP - Safety</a> <a href="#">6800 AP - Safety</a> <a href="#">6850 AP - Hazardous Materials</a>	Flood/Flores-Charter/Gilstrap	2 <sup>nd</sup> Read  Consent Calendar	10 minutes
3.	<a href="#">6100 BP - Delegation of Authority</a> <a href="#">6320 BP - Investments</a>	Flood/Flores-Charter/Gilstrap	Review (6-Year)	15 minutes
4.	Accreditation Recommendation Follow-Up Plan	Gilstrap	Information	15 minutes
5.	<a href="#">Grants Report 4-15-16</a>	Gilstrap	Information	10 minutes
6.	Budget Development & Next Steps	Flood	Discussion	20 minutes
7.	2016-17 PBC Meeting Schedule	Flores-Charter	Information	10 minutes
8.	Fiscal Accreditation Response Requirements	Flood	Discussion	20 minutes
9.	Program Review Prioritization Expenditures Documentation Process	Flood/Flores-Charter/Gilstrap	Discussion	15 minutes
	Adjournment			

## Next Meeting: May 6, 2016

### Coming Attractions:

Initiatives/Grant Presentations: SSSP, SEP, Basic Skills, Title V  
 Prioritization Budget Process Evaluation/Prioritization Final Expenditures 14/15  
 Planning and Resources Development Document  
 Linking Fiscal Allocation to Strategic Plan  
 Form Enrollment Management Ad Hoc  
 Utilities and Auxiliary Funds



# Planning & Budget Committee Meeting Minutes

APRIL 15, 2016

9:00 A.M. – 11:00 A.M.

LOCATION: ROOM L246

<b>Members</b>	
<b>Chairs: Tim Flood, Patricia Flores-Charter, and Linda Gilstrap</b>	
<p><b>VOTING MEMBERS:</b></p> <p><i>2 Academic Senate:</i></p> <ul style="list-style-type: none"> <li>• Andrew Rempt</li> <li>• <del>Angela Rock</del></li> </ul> <p><i>2 CSEA:</i></p> <ul style="list-style-type: none"> <li>• Hilda Carey</li> <li>• <del>Tammy Ray</del></li> </ul> <p><i>2 SCCDAA:</i></p> <ul style="list-style-type: none"> <li>• Linda Hensley</li> <li>• Vicki Kimbrough</li> </ul> <p><i>2 Administration: (rotating)</i></p> <ul style="list-style-type: none"> <li>• <del>John Clark, VP ES</del></li> <li>• Tim Flood, VP BFA</li> <li>• Angelica Suarez, VP SA</li> <li>• <del>Kathy Tyner, VP AA</del></li> </ul> <p><i>2 ASO Student:</i></p> <ul style="list-style-type: none"> <li>• Vacant (not calculated in quorum)</li> <li>• Vacant (not calculated in quorum)</li> </ul> <p>Guest(s):</p>	<p><b>VOTING MEMBERS (continued):</b></p> <p><i>1 Confidential:</i></p> <ul style="list-style-type: none"> <li>• Alfredo Farah</li> <li>• <del>Diana Haskins</del></li> </ul> <p><i>1 IPRC:</i></p> <ul style="list-style-type: none"> <li>• <del>Randy Beach</del></li> </ul> <p><i>Committee Chairs:</i></p> <ul style="list-style-type: none"> <li>• Tim Flood, VP BFA</li> <li>• <del>Patricia Flores-Charter, Academic Senate President</del></li> <li>• Linda Gilstrap, Dean IE</li> </ul> <p><b>NON-VOTING MEMBERS</b></p> <ul style="list-style-type: none"> <li>• Elena Arteaga, SCEA</li> <li>• Maria E. Martinez-Sanabria, SCEA</li> <li>• <del>Melinda Nish, S/P</del></li> <li>• <del>Mink Stavenga, (resource)</del></li> <li>• Wayne Yanda, Director of Finance (resource)</li> </ul> <p>Recorder: Janell Ruiz, Confidential BFA</p>

## QUORUM: 5 VOTING MEMBERS

### Call to Order

FLOOD/GILSTRAP/REMP

Called to order at 9:00. Andrew Rempt served as acting chair for Patti Flores-Charter.

### 1. Approval of Agenda, Minutes

FLOOD/GILSTRAP/REMP

**ACTION**

- Agenda – approved.
- Minutes of March 18, 2016 – approved.

### 2. Policies & Procedures – 2<sup>nd</sup> Read

FLOOD/GILSTRAP/REMP

**2<sup>ND</sup> READ  
CONSENT  
CALENDAR**

- [6520 BP - Security for District Property](#)
- [6520 AP - Security for District Property](#)
- [6530 BP - District Vehicles](#)
- [6530 AP - District Vehicles](#)
- [6750 BP - Parking](#)
- [6750 AP - Parking](#)
- [6800 BP - Safety](#)
- [6800 AP - Safety](#)
- [6850 AP - Hazardous Materials](#)

Following some questions and comments, all above policies and procedures were approved by the committee. These will all be forwarded to SCC for First Read.

### 3. Policies 6-Year Review

FLOOD/GILSTRAP/REMP

**REVIEW  
(6-YEAR)**

- [6100 BP - Delegation of Authority](#)
- [6320 BP - Investments](#)

Both policies were reviewed and approved by the committee to be forwarded to SCC for reaffirmation.

### 4. Accreditation Recommendation Follow-Up Plan

GILSTRAP

<b>INFORMATION</b>	<p>Linda Gilstrap distributed a handout, "ACCJC Recommendations: Completion Status". The handout provided a completion status of our work group. This time next year we will be visited by the accreditation team. The visit will be to confirm all of the responses we write in our follow-up report which is due in March of 2017.</p> <p>We have 15 recommendations and we have begun our process. The process has been to identify leads through our CMT group who are assigned to the relevant recommendation. Then the leads were to work with the appropriate committee or group of individuals to write the responses to the recommendations. Of the 15 recommendations, 7 are complete (Tim and his team have completed 5 of the 7); Lillian Leopold and Linda G. have completed one (the Mission Statement), the 508 compliance was done by Malia Flood and Dan Borges. This is a great start – we are ahead of the deadline of April 25. There are 8 that still need to be completed. 2 of these are regarding negotiations, the other 6 are in some form of progress to be completed. Some may be near completed.</p> <p>The process is we are awaiting appointment of the faculty Co-Chair for Accreditation, Angie Stewart. In partnership with Angie, a draft document report will be created. Angie &amp; Linda G. will complete this by the end of June. August when faculty and other shared governance groups are back on campus, the fall semester will be spent in vetting mode through the shared governance committees. The end goal is to have a final document to start the Governing Board review process by December, providing two months for the process, January and February. The document must be submitted to the commission by March. The document is a work in progress, input from all constituent groups being incorporated. By December we want the college campus to be able to be the ambassadors of the document, understand the recommendations, understand what we have done as a college to address the recommendations. We also need to embrace the idea that accreditation happens every day and with the new standards we are looking at making systemic changes, to never touch a warning status again. We need to have an integrated approach to avoid operating in a silo.</p> <p>There was a discussion and questions.</p>
--------------------	---

## 5. Monthly Grants Report

GILSTRAP

<b>INFORMATION</b>	<p>Linda G. distributed, displayed and discussed the April Grants Report.</p> <p>Year to date we have been active in 31 grants, received 15 awards (over \$2M), declined for 5 awards, and 11 are pending (almost \$700,000) or have been denied. The HSI Stem Grant committee is collaboratively working hard to capture some of the funds available. We will have a new building that will need additional items (in addition to what has been budgeted).</p> <p>There was a discussion, questions, and a suggested edit.</p>
--------------------	---

## 6. Budget Development & Next Steps

FLOOD

<b>DISCUSSION</b>	<p>Tim distributed "SWC Unrestricted General Fund FY16 Expenses at February 29, 2016" and discussed. HR is in the process of finalizing the Approved Position List (APL) which is 85% of our budget. Our estimates for next year are just shy of \$4M of revenues. Once the APL is finalized we will be sharing the next steps with the committee. We have already started the process of a couple of things that will help us reduce our general fund expenses.</p> <p>When building their budgets, the budget managers were asked to not include Instructional supplies – we will be using restricted lottery funds to backfill those to open up the unrestricted general fund. We will also be looking at how we may be able to leverage our State instructional materials block grant funds. WC has already started working on projections.</p> <p>Anything we save from this year will help us with the deficit next year. It would be a one-time fix and we will need to look at ongoing solutions. There will be some reductions coming, based on the news we have received from the State in January. After the May revise it may require further adjustments.</p> <p>The budget must be viewed in its entirety (not only the personnel portion of it) making decisions as a college, considering how we move forward and what are our goals (such as ending balance goals). This is a college-wide discussion and a college-wide decision that all will need to be involved in. There are budget workshops coming up that will present that information. Once all the budgets are built we will put it all together and it will be brought to the committee and we can work on recommendations. Then it can be shared with the college community.</p> <p>Angelica mentioned the large number of employees that retired in December and how the results of the SERP will give us some flexibility.</p> <p>Once we can review the APL, recommendations can be made by the committee. Tim hopes to bring the APL to the committee by the next meeting.</p>
-------------------	--

	<p>Marla commented that there are the same issues arising every year – expenses necessary for instructional purposes must be budgeted by the deans.</p> <p>Tim commented that, ongoing expenses for instructional purposes should not appear on program review and the prioritization processes – they need to be budgeted within the department as ongoing expenses.</p> <p>Vickie told the committee that over the past three years the Dental Hygiene Program has had to add the cost of technology to their budget when it became a part of instruction. This took away \$10,000 of their instructional budget. If the budget does not allow for the necessary purchases, the cost falls to the students to purchase their own supplies. Lottery is restricted funds, so will these instructional costs be allowed out of lottery funds? Tim said that yes, they replaced instructional supply money with lottery instructional supply money.</p>
--	---

### **7. 2016-17 PBC Meeting Schedule**

FLOOD/GILSTRAP/REMP

<b>INFORMATION</b>	The committee decided to meet the same days/times next year. We will skip June, July and August and shortly after the Fall semester begins, schedule regular meetings. There is a possibility we may have as-needed meetings during the summer.
--------------------	---

### **8. Fiscal Accreditation Response Requirements**

FLOOD

<b>DISCUSSION</b>	<p>Tim will email the draft word documents (of the Fiscal responses) to the committee for suggested edits. Tim asked that the committee review the responses and provide any input (using track changes). We really want the committee's input. Also any evidence that is not listed, please let us know.</p> <p>The Fiscal response should be a Planning &amp; Budget Committee response.</p> <p>Deadline for input is May 20.</p>
-------------------	---

### **9. Program Review Prioritization Expenditures Documentation Process**

FLOOD/GILSTRAP/REMP

<b>DISCUSSION</b>	<p>Tim informed the committee that once prioritization comes to us as a group we will review and make recommendations of possible funding sources. The goal is to identify possible funding, solidify the funding, see how far we can get on the list with unrestricted general fund and make other recommendations, and then provide award letters.</p> <p>Andrew spoke about the inconsistency across the committees for the prioritization process. Can this committee discuss creating a template or some type of rubric to start using across the committees to evaluate the items?</p> <p>Linda H. had started a rubric and will look for it. One of the challenges caused is when the cost listed is not accurate. Tim suggested we ask for an estimated cost initially then to require an actual quote and provide that information so the decisions are more informed.</p> <p>Linda G. spoke about the process has noticeably improved and how it is still being fine-tuned.</p> <p>Tim mentioned how difficult it is to estimate an accurate cost for facilities items. We may also want to address what should be included in PR and what should not.</p> <p>Maria said it may be a good idea for the requestor to also include a suggestion of possible funding for items.</p> <p>Linda H. and Hilda serve on the IPRC. Back when we first did the snapshot, the intent was that this only included items that were over and above your budget (not a wish list), items that the manager cannot find funds to purchase, but are necessary for teaching the program. There was also a check list that included possible funding sources to be identified.</p>
-------------------	--

### **Adjournment**

<b>ADJOURNMENT</b>	Meeting adjourned at 10:23 a.m. Next meeting: May 6, 2016.
--------------------	--

**Next Meeting: May 6, 2016**



**Coming Attractions:**

Initiatives/Grant Presentations: SSSP, SEP, Basic Skills, Title V  
Prioritization Budget Process Evaluation/Prioritization Final Expenditures 14/15  
Planning and Resources Development Document  
Linking Fiscal Allocation to Strategic Plan  
Form Enrollment Management Ad Hoc  
Utilities and Auxiliary Funds