



# Planning & Budget Committee Meeting Minutes

MAY 6, 2016

9:00 A.M. – 11:00 A.M.

LOCATION: ROOM L246

Members	
Chairs: Tim Flood, Patricia Flores-Charter, and Linda Gilstrap	
<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>• <del>Vicki Kimbrough</del></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><i>Guest(s):</i></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>• Randy Beach</li> </ul> <p><b>Committee Chairs:</b></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><i>Recorder: Janell Ruiz, Confidential BFA</i></p>

## QUORUM: 5 VOTING MEMBERS

### Call to Order

FLOOD/GILSTRAP/REMPT

	Called to order at 9:03. Andrew Rempt served as acting chair for Patti Flores-Charter.
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### 1. Approval of Agenda, Minutes

FLOOD/GILSTRAP/REMPT

<b>ACTION</b>	<ul style="list-style-type: none"> <li>• Agenda – approved. Item #5 was moved up before item #2.</li> <li>• Minutes of April 15, 2016 – approved.</li> </ul>
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### 2. Accreditation Update

FLOOD/GILSTRAP/REMPT

<b>INFORMATION</b>	<p>Linda G. distributed a handout. May 12<sup>th</sup> there will be a follow-up visit from the IEPI team. The handout included a schedule of meetings for May 12<sup>th</sup> IEPI Resource Team Visit. There are two sub groups, budget and enrollment management. The IEPI Partnership Resource Team sent us a summary of their initial visit April 5, 2016. By the May 12<sup>th</sup> visit we need to have more concrete ideas, we are competing for a \$150,000 grant. This is a big part of how we are doing, and how we will be reporting for the follow-up report for accreditation.</p> <p>The group members have received a schedule of the day, and a summary (handout). The follow-up will be sent to remind them of the meeting and to give them a blank form to use.</p> <p>The committee discussed this item further.</p>
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### 3. 6300 AP – Fiscal Management

FLOOD/GILSTRAP/REMPT

<b>1<sup>ST</sup> READ</b>	<p>6300 AP – Fiscal Management</p> <p>Following discussion, it was decided that there will be more details provided in this procedure. Possibly refer to the Budget Accounting Manual (BAM). The committee is to send suggestions to the co-chairs and Janell.</p>
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### 4. Grants Report 05-06-16

GILSTRAP

<b>INFORMATION</b>	Linda G. distributed and discussed the updated Grants Report. There are three new grants since the last update. There are 9 grants representing almost \$850,000 that are pending award notification. There
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	was no change to the 'Grants Awarded Current Fiscal Year to Date' (15 grants) equaling over \$2M. For the 'Grants Currently Being Worked On' there has been identification of some staffing resources for the HSI Stem Grant since last month. The grant application submission due date is towards the end of the month, there will be a lot of fine tuning before then.
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**5. IEPI Indicators/Goals Plan**

HENSLEY

<b>PLANNING</b>	Linda H. spoke about this item. Recently PBC set the goals for Fund Balance (10%) and for clean audit findings. Other committees also set their goals. Linda attended a conference recently of the RP Group and it was mentioned that most schools are going to provide a brief plan of how they will accomplish the goals they set. Linda distributed a draft document. When completed the document will be submitted to the Research Department who would then partner with Accreditation so we would have this for our follow-up Accreditation report.
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**6. 2016-2017 Budget Assumptions (Tentative Budget)**

FLOOD

<b>DISCUSSION</b>	Tim displayed and discussed his draft PowerPoint (about 90% completed) that will be presented at the May 19 <sup>th</sup> Governing Board Tentative Budget Workshop. The presentation addresses how we link strategic planning to the budget and how all funds spent are related to one of our Strategic Planning Priorities. The presentation is an overview based on the Governor's January budget. We are to receive the May Revise May 13-14. The District-wide workshop is shortly after we receive the revise, so Tim is not sure how much of the revisions will be incorporated into the presentation for May 19 <sup>th</sup> .
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**7. 2015-2016 Budget**

- a. Expenditures to date**
- b. Prioritization Resources Funded**
- c. State Block Grant expenditures**
- d. State initiatives: Budgets and Expenditures**
  - 1) BSI**
  - 2) SSSP**
  - 3) SEP**

FLOOD

<b>DISCUSSION</b>	<p>Tim distributed and discussed the following documents for this item:</p> <ul style="list-style-type: none"> <li>• SWC Unrestricted General Fund, FY 16 Expenses at March 31, 2016 (item a)</li> <li>• SCCD 2016-17 Physical Plant and Instructional Support Block Grants, Planning and Budget Recommended Allocations (item b &amp; c)</li> <li>• Allowable items</li> </ul> <p>There was a discussion about these documents.</p>
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**8. 2016-2017 Meeting Schedule**

FLOOD/GILSTRAP/REMPT

<b>DISCUSSION</b>	The draft 2016-2017 PBC meeting schedule was displayed. The committee approved the schedule, to continue to hold meetings on Friday's, 9:00-11:00 a.m.
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**9. Accreditation: Fiscal Response Questions**

FLOOD/GILSTRAP/REMPT

<b>DISCUSSION</b>	Tim previously sent out the draft responses and reminded the committee to send all feedback to him by May 20 <sup>th</sup> .
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**10. Identification of Funding Sources for 2016-2017 Prioritization**

FLOOD/GILSTRAP/REMPT

<b>DISCUSSION</b>	<p>Tim briefly spoke about SCC finishing their process of prioritization. We will email the list to the committee and next meeting we can discuss possible funding sources and then direct to appropriate individuals. There was a discussion regarding how to identify the possible funding sources. The items will not include an amount, but this committee identifies which funding sources the items qualify for, not necessarily if the funds are available.</p> <p>Randy suggested PBC also look at the Strategic Planning information. Randy indicated that we collected very comprehensive information from Strategic Planning for each resource request.</p> <p>There was a discussion about including relevant information in the Program Review process so decisions about funding sources, etc. will be made based on having the correct information.</p>
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	The document will be emailed to the committee for review prior to the next PBC meeting.
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### **Adjournment**

<b>ADJOURNMENT</b>	Meeting adjourned at 11:00. Next meeting: May 20, 2016.
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### **Next Meeting: May 20, 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
- Dan McAllister