

Planning and Budget Committee Meeting

DRAFT MINUTES

Meeting date **April 3, 2020** | Time **12:30PM** | Meeting location **District Office Board Room**

Meeting called by VC of Business Services
Type of meeting Planning & Budget
Tri-Chairs Doug Roberts, Rajeev Chopra & Cathy Gould
Note taker Dawn Neideffer
Timekeeper Doug Roberts

Attendees: Doug Roberts, Dawn Neideffer, Rosalie Roque, Anette Raichbart, Michelle Diaz-Nava, Thomas Orf, Trish Shannon, Tamica Ward, Theresa Fleischer Rowland, Rajeev Chopra, Cathy Gould, Dale Wagoner, Miguel Colon, Jeff Drouin, Tom Dewitt, Sarah Thompson, Samantha Kessler, Dyrell Foster, David Rodriquez, Sui Song, Dave Fouquet Rajinder Samra, and Noell Adams.

AGENDA TOPICS | MEETING COMMENCED AT 12:37

Time allotted | **2 min** | Agenda topic **1.0 Welcome Guests and Quorum Check** | Presenter **Doug**

Discussion All welcomed.

Conclusion Quorum met with 14 voting members present, excluding Doug.

Action items

None noted

Time allotted | **2 min** | Agenda topic **2.0 Approve Today's Agenda** | Presenter **Doug**

Discussion Agenda reviewed, no discussion had.

Conclusion Doug asked for a motion to approve. Members gave a show of hands. Agenda approved with 13 yeses, one abstention.

Action items

1. Agenda approved, by consensus

Time allotted | **3min** | Agenda topic **3.0 Approve Previous Minutes** | Presenter **Doug**

Discussion No discussion had.

Conclusion Doug asked for a motion to approve, Miguel moved, Thomas seconded. Minutes approved, by consensus.

Action items

1. Minutes approved, by consensus.

Time allotted | **15 min** | Agenda topic **4.0 State Budget Update** | Presenter **Doug**

Discussion

State expected to issue a letter-of-budget, the letter has not been issued, yet; it was expected on the March 27. Department of Finance (DOF) has April 1 and May 1 adjustments and, presently, the state has suspended those two letter dates. Ron sent an email based on CARES Act funds, CLPCCD could be looking at \$5M; some of the impact is for FY21-22; there is an expected capital loss of 8.6 percent of District revenues; the state may be looking at spring 2021 to budget for fall 2021, even though we are in a hold-harmless period. The personal income tax that CLPCCD will get in FY19-20 is based upon the revenues received in 2019; before March, DOF state was ¼ percent higher in revenue. Probably, we will see a decrease this year; we will not know how we are for this fiscal year until the fiscal year is over. For FY20-21 we are in a recession and there will be a negative impact on state general revenues. The state has gone into a negative budget situation in the past (where they spent more money than taken in). California has about 10 percent reserved in rainy-day fund. Much depends on how long spikes of Covid-19 and shelter-in-place rules in the community take before people can get back to work and things begin to normalize. No one knows how long it will take the state's economy to rebound and we do not know how much money will go toward prop 98 fund. Bonds may be downgraded; the interest rate we pay will go up. Rajeev said the bonds reduction would only affect us if the State were thinking of issuing bonds for operational expenses. Fifty percent of CARE Act funds are available for emergency-grants for students.

Conclusion

No news from the State, yet.

Action items

None noted

Time allotted | **20 min** | Agenda topic **5.0 OPEB Discussion** | Presenter **Doug**

Discussion

Stock market has taken a substantial downturn and it is a good time to create an irrevocable trust. Other Post Employee Benefits (OPEB) serves 832 employees and 422 retirees.

Conclusion

Things to determine are to how to set up trust from District and Board. A cautious approach is good. It is suggested to wait to see what EDCE will produce. A lot of changes expected between now and implementation of SCFF. Group agreed to have an 'open analysis of irrevocable trust' for May meeting.

Action items

None noted

Time allotted | 30 min | Agenda topic 6.0 ESS-SCFF Projects-in-Progress Reporting | Presenter Theresa

Discussion

Theresa led a review of the [ESS-SCFF Project Reporting draft](#) rubric; the plan is for ESS to request and review progress from the SCFF project-leads on a quarterly basis with progress reports and in-person updates. ESS will group like-projects together; additional consultations to be scheduled, as needed. The first project report could measure how the project is proceeding as it pertains to the SCFF application, to determine if the data in the application is utilized, or to determine what else is needed to implement the SCFF project as proposed. ESS still to approve ESS_SCFF Project Reporting draft rubric. ESS group is open for input and revisions. Report-outs on SCFF projects-in-progress has always been an expectation, the question remains, “who will be compiling these reports”; as we get the data back and ask questions, we need to note some reports will have macro data and some will have micro data. Some projects will be difficult to measure in this new context. Guidance on how to report is important. An initial report-out on how project is aligning with their budget is necessary. SCFF project-leads must consider how their SCFF projects will or will not succeed in the Covid-19 environment and post Covid-19 era when compiling their progress reports. Rosalie said year one budget is loaded and we are in full swing for budget development; need to work on year one expenditures and roll SCFF monies not spent to next fiscal year; money is not budgeted for year two, yet.

Conclusion

ESS-SFF reporting process is still on paper, no action made to approve, yet. Ask project leads for a straightforward progress report and look at deadlines for year-two budget.

Action items

1. None noted

Time allotted | 25 min | Agenda topic 7.0 Taskforce to Reevaluate Charge of PBC | Presenter Doug

Discussion

Review the charge of PBC. There is a concern over the relationship between PBC, DEMC and ESS; TCC has questions on how they report to PBC. Sarah said most of current charge has to do with planning. The vision of planning should focus on high-levelled planning and not micromanaging budgets. Rajinder said to look at PBC’s charge as related to district strategic plan, education master plan. Rajeev said DEMC should be connected to PBC as well. Committee to identify what is appropriate work in this committee; determine what the long-term impacts of the budget are. DEMC to create a subcommittee.

Conclusion

A taskforce to re-evaluate the charge of PBC will include Sarah, Cathy, Doug, Noell, Theresa, David, Rajinder, Chasity, Rajeev and Jeff. This taskforce to look at PBC’s

charge, a Chancellor's work group can look at all district-wide committees as a whole.

Action items

None noted

Time allotted | **15 min** | Agenda topic **8.0 Tentative Budget Review** | Presenter **Rosalie**

Discussion Rosalie reviewed Step 3A and other items in tentative budget. District will retain Crowe for auditing firm. Re-assign time numbers may have to change due to contracts. VC and PBC need to look at designated programs' expenditures. Colleges were given \$2M more in revenue over last year.

Conclusion Rollback revenue may have to be used to afford the upcoming 3A expenditures; Rosalie will look at release time amount and determine if it needs revising.

Action items

None noted

Time allotted | **3min** | Agenda topic **9.0 Future Agenda Items** | Presenter **All**

- a) A special meeting for June will be scheduled
- b) PRMG Budget Report-out: Guisselle
- a) Theresa to have simple report out guideline
- b) Irrevocable Trust Analysis
- c) Designated Program Review
- d) Revised Tentative Budget

Summary of Actions Items:

1. Agenda approved with 13 yeses, one abstention.
2. Minutes approved, by consensus.

Meeting adjourned at 2:45