



Special Planning & Budget Committee (PBC) Minutes

November 19, 2021 9:30 a.m.

Special Meeting

Recorder: Dawn Renee Neideffer

Note: 10 members required to meet quorum

Attendance:

Chairs (3)	Classified Senate (3)	Julia Dozier	Erika Dishman
<input checked="" type="checkbox"/> Jonah Nicholas (DO) non-voting	Noell Adams (CC)	Ron Gerhard	
<input checked="" type="checkbox"/> Noell Adams (CC)	<input checked="" type="checkbox"/> David Rodriguez (LPC)	Heather Hernandez	
<input checked="" type="checkbox"/> Sarah Thompson <i>Interim</i> (LPC)	<input type="checkbox"/> Chasity Whiteside	Dr. Teri Anderson	
Administration (5)	Classified Union (3)	Daniela Ballif	
<input checked="" type="checkbox"/> Dr. Theresa Fleischer Rowland (DO)	<input checked="" type="checkbox"/> Virginia Criswell (CC)	Angela Castellanos	
<input checked="" type="checkbox"/> Dale Wagoner (CC)	<input checked="" type="checkbox"/> Stephany Chavez (LPC)	Kirti Ready	
<input checked="" type="checkbox"/> Anette Raichbart (LPC)	<input checked="" type="checkbox"/> Cathy Gould (DO)	Cynthia Gordan da Cruz	
<input checked="" type="checkbox"/> Rajinder Samra (LPC)	Student Senate (2)	Tamica Ward	
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Thomas Blakely (LPC)	Danita Romero	
Faculty Association (2)	<input type="checkbox"/> Stacy Harris (CC)	Jennifer Lange	
<input checked="" type="checkbox"/> Jeff Drouin (CC)	Guests:	Mujeeb Dadgar	
<input checked="" type="checkbox"/> Thomas Orf (LPC)	Billy delos Santos	Dr. Kristina Whalen	
Academic Senate (4)	Daniela Baliff	Dr. Dyrell Foster	
<input checked="" type="checkbox"/> Miguel Colon (CC)	Betty Castaño	Dave Fouquet	
<input checked="" type="checkbox"/> Tina Inzerilla (LPC)	Begoña Ciera Perez	Jennifer Aries	
<input checked="" type="checkbox"/> Dr. Patricia Shannon (CC)	Ashley Young	Bobby Nakamoto	
Sarah Thompson (LPC)	Sui Song	Rachel Ugale	

Meeting commenced 9:35 a.m.

Agenda Item	Information/Discussion	Action
1.	<p>Welcome Guests and Quorum Check <i>For information</i></p> <p>All welcomed. Quorum met with 15 voting members, excluding VC Nicholas.</p>	None
2.	<p>Approve Today's Agenda <i>For action</i></p> <p>Agenda reviewed, no discussion had. VC Nicholas asked for a motion to approve, David Rodriguez moved and Cathy Gould seconded. <u>Agenda approved, unanimously.</u></p>	November 19, 2021 agenda approved
3.	<p>Approve Previous Special and Regular Meeting Minutes <i>For action</i></p> <p>The minutes were reviewed. Thomas Blakely to approved to approve, Anette Raichbart seconded the motion. <u>Minutes approved, unanimously.</u></p>	October 15, 2021 minutes approved
4.	<p>Review of Revised Ground Rules <i>For information</i></p> <p>The scope and ground rules are a living document and standing item for PBC special meetings. The purpose is to establish accountability to each other as the committee continues to proceed in this work. This is a living document and at any time, members are encouraged to offer revisions, additions or comments to the group.</p>	None
5.	<p>Budget Models-Continued Discussion <i>For discussion</i></p> <p>At the regular meeting on November 5, 2021 the committee went into breakout rooms to discuss how the District should be funded. Consensus was built to fund the District on a percentage basis; the District will share in the increases and decreases of districtwide expenses.</p>	None

	<p>At the November Board of Trustees meeting, a presentation was given by the PBC Tri-chairs on the status of the building a new budget allocation model (BAM). The Board, especially Trustee Maduli who was previously a CBO, have a deep interest in the work the PBC is doing on the new budget model. The mechanics of the BAM still need to be worked out and put into place. Consensus was built to not fund the District at [it's] cost. There are incentives built into this model for the District to be cost-conscious thus putting more money into the college funds. VC Nicholas asked the committee to think about growth and how it ties into the DEMC recommendation.</p>	
<p>6.</p>	<p>Districtwide Expenses, Site Report-outs <i>For discussion</i></p> <p>Questions about investing in growth arose. VC Nicholas asked the committee how they saw investing-in-growth panning out, which ties into the colleges' ability to achieve the productivity targets set by the District Enrollment Management Committee (DEMC). VC Nicholas offered a scenario for potential methodology to fund the District. The District site is shrinking by about 10% which would be greater than approximately 250 FTES and a substantial cost of living adjustment (COLA) is expected from the State. This leads to a concern of the District shrinking at the same time a lot of ongoing revenue from the State comes in. VC Nicholas cautions against shrinking any site when the potential for revenue to come in is high. Most of the District costs are fixed. Sarah Thompson suggested creating a subcommittee that can report back to the PBC on their discussions on how the District is funded. Members and guests were asked to volunteer for this subcommittee; the subcommittee will be comprised of the following individuals: Cathy Gould-District ITS Senior Programmer Analyst, Joanne Bishop-Wilbur-District Classified Senate, David Rodriguez-LPC Classified Senate, Sarah Thompson-LPC Academic Senate, Rajinder Samra-LPC Director of Research and Planning, Miguel Colon-Chabot Academic Senate, Dale Wagoner-Chabot VP of Administrative Services, Anette Raichbart-LPC VP Administrative Services and Noell Adams-Chabot Classified Senate.</p> <p>Sarah Thompson gave a report-out from LPC. They discussed what items should go into 3A, what's mutually beneficial and what is equitable. Items LPC wanted more of a say in are the funding of the Educational Master Plan model and the marketing budget. Clarification on the utilities expenses is needed. Total cost of ownership (TCO) for ITS is too complicated, currently, to break down. They evaluated nursing and dental hygiene and concluded they needed continued subsidies for the nursing and dental hygiene programs and that keeping these programs was appropriate; LPC is also trying to grow their hospitality field.</p> <p>Noell Adams gave a report-out from Chabot's discussion. Items they would like to have clarified include 1) establish a definition/criterion for districtwide expenses, 2) establish regular review points for districtwide expenses, 3) add the following items to the districtwide expenses: a) all college accidental, liability and catastrophe insurance premiums, b) bank and credit card charges, c) hourly backfill for Classified President, d) clerical support</p>	<p>None</p>

	<p>for Classified Senate, e) districtwide memberships, f) CLIP. Other questions are if ITS and the library system expenses could be added to districtwide expenses. Discussion ensued.</p> <p>The committee built consensus to task the newly formed subcommittee to look at districtwide expenses, including a breakdown of ITS expenses.</p>	
7.	<p>Adjunct Budget Info Item <i>For information</i></p> <p>VC Nicholas reviewed the last couple years of the adjunct budget. There remains a need to align the DEMC targets with the budget allocation model. The Board of Trustees has expressed concern to have the budget meet the actuals for accurate financial reports for accreditation. VC Nicholas gave his thanks to the VPs of Administrative Services for providing the current data needed for these reports. Discussion ensued.</p>	None
8.	<p>Future Agenda Items <i>For discussion</i></p> <ol style="list-style-type: none"> 1. Discussion about whether or not to allocate based on the State model of revenue generation 2. Discussion to clarify the revenue true-up at yearend and if it is to include the FTES three-year average or do we utilize the FTES target or something else 3. What best reflects our mission? 4. Do we need a transitional funding plan? 	None

Meeting adjourned 10:50 a.m.