



# Planning & Budget Committee (PBC) Minutes

## September 2, 2022 12:30 p.m.

### Regular Meeting

*Recorder: Dawn Renee Neideffer*

*Note: 10 members required to meet quorum*

**Attendance:**

<b>Chairs (3)</b>	<b>Classified Senate (3)</b>	Heather Hernandez	
<input checked="" type="checkbox"/> Jonah Nicholas (DO) non-voting	Noell Adams (CC)	Angela Castellanos	
<input checked="" type="checkbox"/> Noell Adams (CC)	<input checked="" type="checkbox"/> David Rodriguez (LPC)	Rosalie Roque	
<input checked="" type="checkbox"/> Sarah Thompson (LPC)	<input checked="" type="checkbox"/> Chasity Whiteside	Sui Song	
<b>Administration (5)</b>	<b>Classified Union (3)</b>	Ashley Young	
<input checked="" type="checkbox"/> Dr. Theresa Fleischer Rowland (DO)	<input checked="" type="checkbox"/> Virginia Criswell (CC)	Bobby Nakamoto	
<input checked="" type="checkbox"/> Dale Wagoner (CC)	<input type="checkbox"/> Stephany Chavez (LPC)	Danita Romero	
<input checked="" type="checkbox"/> Anette Raichbart (LPC)	<input checked="" type="checkbox"/> Cathy Gould (DO)	Ron Gerhard	
<input checked="" type="checkbox"/> Rajinder Samra (LPC)	<b>Student Senate (2)</b>	Billy delos Santos	
<input type="checkbox"/> Nathaniel Rice (CC)	<input type="checkbox"/> Thomas Blakely (LPC)	Dionicia Ramos	
<b>Faculty Association (2)</b>	<input type="checkbox"/> Stacy Harris (CC)	Dave Fouquet	
<input type="checkbox"/> Jeff Drouin (CC)	<b>Guests:</b>	Dr. Kristina Whalen	
<input checked="" type="checkbox"/> Thomas Orf (LPC)	Heike Gecox	Norberto Ruiz	
<b>Academic Senate (4)</b>	Joanne Bishop-Wilbur	Dr. Tracey Coleman	
<input checked="" type="checkbox"/> Miguel Colon (CC)	Daniela Baliff		
<input checked="" type="checkbox"/> Tina Inzerilla (LPC)	Dr. Dyrell Foster		
<input checked="" type="checkbox"/> Dr. Patricia Shannon (CC)	Rachel Tupper-Eoff		
Sarah Thompson (LPC)	Kirti Reddy		

Meeting commenced 12:30 p.m.

Agenda Item	Information/Discussion	Action
1.	<p><b>Welcome Guests and Quorum Check</b> <i>For information</i></p> <p>All welcomed. Quorum met with 14 voting members, excluding Jonah Nicholas.</p>	None
2.	<p><b>Approve Today's Agenda</b> <i>For action</i></p> <p>Jonah Nicholas asked for a motion to approve the agenda. Sarah Thompson moved to approve the agenda and Dale Wagoner seconded the motion. <u>The agenda was approved, unanimously.</u></p>	September 2, 2022 agenda approved
3.	<p><b>Approve Previous Meeting Minutes</b> <i>For action</i></p> <p>The minutes from the previous meeting were reviewed. Jonah Nicholas asked for a motion to approve the minutes. Jeff Drouin moved to approve the previous meeting minutes, Dale Wagoner seconded the motion, two members abstained from the vote. <u>The minutes were approved, with two abstentions.</u></p>	<p>May 6, 2022 minutes approved:</p> <p>Yes            12 No              0 Abstentions 2</p>
4.	<p><b>New PBC Member</b> <i>For information</i></p> <p>LPC's Academic Senate appointed Dr. Tracey Coleman to replace Tina Inzerilla as a voting member. No discussion had.</p>	None
5.	<p><b>Review the Charge of the Planning and Budget Committee</b> <i>For information</i></p> <p>To kick off the academic year, the charge of the committee was reviewed.</p>	None
6.	<p><b>DEMC Report-out</b> <i>For information</i></p>	None

	<p>DEMC is expanding its membership; the transition is expected to happen in spring. DEMC will begin discussions on a dashboard for a counseling model. The college's CEMC and the districtwide DEMC will be looking at student services-related outcomes. Jonah Nicholas shared data on CLPCCD's reported FTES pre-pandemic (January 2020) and what the FTES is now; this shows a 22.6% decline in enrollment. The San Francisco region shows a decline of almost 28%, and the state shows a reduction in enrollment by 20%.</p>	
<p>7.</p>	<p><b>IPBM Survey Results and Committee Goals</b> <i>For information</i></p> <p>Ron Gerhard reviewed the survey results. Discussion on how to improve the IPBM process was welcomed. David Rodrigues suggested each committee make committee-driven goals. Noell Adams said Chabot strengthened the connection between PBC and their college planning and resource allocation committee. David Rodrigues said better communication amongst the groups districtwide would be beneficial to planning.</p> <p>Consensus was built to have clear and measurable goals in the IPBM committees. Jonah Nicholas asked the colleges to form goals at their respective planning and budget meetings and then to bring those goals to PBC.</p>	
<p>8.</p>	<p><b>Adoption Budget Highlights</b> <i>For discussion</i></p> <p>Jonah Nicholas gave adoption budget highlights:</p> <p><u>Unrestricted fund is balanced districtwide:</u></p> <ul style="list-style-type: none"> <li>-Surplus of approximately \$6.5M or about 5.0% of the expenditure budget; all sites with balanced budgets</li> <li>-Surplus achieved through a combination of factors: <ul style="list-style-type: none"> <li>• Significant COLA of 6.56%</li> <li>• Unfilled vacancies</li> <li>• Reliance on federal stimulus dollars where appropriate</li> <li>• Hold harmless funding</li> </ul> </li> </ul> <p><u>Ending Projected Fund Balance of \$30.1M</u></p> <ul style="list-style-type: none"> <li>-Equates to a reserve level of 23.3%, well above the 8% target reserve in AB 6305</li> <li>-As we complete the FY 2021-22 closing process, this figure can and likely will shift</li> </ul> <p><u>Position Control:</u></p> <ul style="list-style-type: none"> <li>-The increase in budgeted positions is due to the full-time faculty hires required to receive the full-time faculty hiring dollars as well as the migration of campus security back to the General Fund and off of federal stimulus dollars.</li> </ul>	

<p>9.</p>	<p><b>PBC Subcommittee Report-out</b>  <i>For information</i></p> <p>The planning and budget subcommittee continued to meet and work over the summer. At the next subcommittee meeting, a discussion will be agendized to determine what to include in step 3A. Consensus was built in the subcommittee for a potential budget model. The new, potential model will be presented at the regular PBC meeting in October.</p>	
<p>10.</p>	<p><b>Budget Status Reports</b>  <i>For information</i></p> <p>The district shows a capital outlay deficit due to a MIS expense. This expense was put into the unrestricted fund as we wait to receive the state allocation. Once the fund is set up to receive the state dollars, the expenses will be removed and the negative balance will disappear. M&amp;O opens a lot of purchase orders at the beginning of the fiscal year, which is reflected in their encumbrances; these will drop off as the year progresses.</p> <p>All budgets are on track at the sites.</p>	
<p>11.</p>	<p><b>Future Agenda Items</b>  <i>For discussion</i></p> <ol style="list-style-type: none"> <li>1. Establish PBC annual calendar</li> <li>2. Establish committee goals</li> <li>3. Discuss/vote on how ISAs are funded</li> </ol>	

**Meeting adjourned 1:19 p.m.**