

FUNDING FORMULA COMMITTEE | MINUTES

Meeting date **12/07/18** time **3:00** | Meeting location **District Office Board Room**

Meeting called by Recurring Meeting
Type of meeting SCFF Budget & Planning
Facilitator Ron/Cynthia/Rajinder
Note taker Dawn
Timekeeper Ron

Attendees: Paulette Lino, Tamica Ward, Chasity Whiteside, Kathy Medina, Amir Law, Rajinder Samra, Diane Brady, Mon Khat, Heike Gecox, Cindy Robinson, Daysi Valle, David Johnson, Matt Kritscher, Virginia Criswell, Noell Adams, Ron Gerhard, Dave Fouquet, Bruce Griffin, William Garcia, Cynthia Gordon da Cruz, Stacy Thompson, Tina Inzerilla, Rachel Ugale, Jesus Morales, Dale Wagoner, Patricia Shannon, Dawn Neideffer

AGENDA TOPICS | MEETING BEGAN AT 3:10

Time allotted | **3 min** | Agenda topic **1.0 APPROVE NOV. MINUTES** | Presenter **RON**

Discussion Ron said to write changes on minutes and then give to Dawn for revisions.

Time allotted | **2 min** | Agenda topic **2.0 APPROVE AGENDA** | Presenter **RON**

Discussion Sarah asked to add meeting times to agenda. Membership allocation was discussed. Fourth faculty senate member is Trish. Chabot Student Senate member, Kirsten Fraser, was on phone and said she needs to be added as a voting member. Financial Aid spots not filled.

Conclusion RE: Faculty members, when Dave is at meetings and Tom is not, Dave can step into Faculty Senate spot to vote. Add Chabot Student Senate member to FFC membership.

Action items	Person responsible	Deadline
1. Add Kirsten Fraser to FFC member list.	Dawn	2/1/19
2. Update FFC Email Distribution list. There will be a detailed sign-in at next meeting for attendees to clarify their role and be entered into email distribution.	Dawn	2/1/19

Time allotted | **30 min** | Agenda topic **PHILOSOPHY STMNT** | Presenter **CYNTHIA**

Discussion Cynthia asked all to read or reread philosophy statement. Members took 3 minutes to read and jot down ideas. Ron: bullet point section has some redundancies.

Roanna said first graph and last graph are good and the open bullet points are focused. Sarah agrees bullet points are broad; wants to see fiduciary commentary with approximate outcomes that merit the cost to maintain fiscal responsibility. Amir said 2nd to last sentence can be at the end of the first graph. Cynthia asked all

to write-out revisions on the document and return to her. Dave said DEMC looks at FTES and FFC looks at other things on top of that to consider; perhaps it would be the purview of FFC to look at how other ways we can increase special interest groups (homeschooling). Sarah asked what about marketing as a strategy to increase FTES; Dave said we would market even without the SCFF. Sarah countered that maybe there is a way to increase marketing; another said to create a campaign for the marketing. Dave mentioned re-assign time; re-assign time is mentioned in statement; Dave also raised the concern of faculty to adjust to SCFF and how much time they will need. Rajinder said both colleges are focused on initiatives toward Guided Pathways and asked how will SCFF be integrated into Guided Pathways? “We are not starting from scratch”. Trish added, that there are existing efforts w/ Guided Pathways and other streams that exist and they have to be woven into new formula. Rajinder said to consider the separate subcommittees that will look at funding for projects.

Conclusion Revisions and ideas were written on a separate piece of paper, collected and given to Cynthia and Rajinder. Ron said FFC will make recs to PBC as to how funding will be allocated.

Action items	Person responsible	Deadline
1. Cynthia will take suggestions and revise philosophy statement.	Cynthia	1/11/19

Time allotted | Time **45 min** | Agenda topic **Topic AB 540 PRESENTATION** | Presenter Names | **TAMICA & PAULETTE**

Discussion Projector set up for Power Point on Ab 540. Presentation was given. Students, who do not qualify as a resident, may qualify through AB 540. Tamica said to ensure accuracy, A&R is checking accuracy of attribute code. There is a goal to turn DACA students into residents; discussion over logistics ensued. Noell pointed out that AB 540 is self-initiated based on cost per unit—how to make students aware outside of cost? Ron asked what data was not correct initially.

Conclusion Students cannot miss two primary consecutive semesters to stay on AB 540 status. Presentation is posted on District website under FFC Committee. Both Chabot and Las Positas need additional staff to process residents. Incorrect data was entered manually and it was decided that additional work was needed to check data for accuracy; review of transcripts was necessary; a lot of staff time involved to ensure the data was coded and entered accurately; to make sure data is accurate moving forward, Tamica said the form now has a check off box so internally there is a check and balance system for staff to track qualified students. Paulette said they met w/ a financial aid team about how to increase AB 540 students. A&R does not do outreach to check in w/ students but when students do come in to change status, they are checking w/ financial aid to see what benefits they may obtain. Blank green sheets of paper were handed to all in the group to gather feedback on the information given and to determine what additional information is desired to define the SCFF metrics.

Action items	Person responsible	Deadline
1. Review 'green sheets' and determine template for future presentations.	Rajinder	2/1/19

Time allotted | 20 min | Agenda topic 5.0 POLICY DISCUSSION REGARDING AUTO AWARD OF DEGREES AND CERTIFICATES- | Presenter VPS KRITSCHER & GARCIA

Discussion Matt and William reviewed documents from Westlaw California Code of Regulations, 55072 Award of Certificates and 55063 Minimum Requirements of the Associate Degree. Conversation over what “shall” or “if” means to colleges and district. Sarah said anyone can present a resolution but it does not mean it is from the State Chancellor’s office. Matt responded that the point is not to hurt the student. Kathy Medina said the recommendation is for student to declare their highest goal and maybe colleges can certify along the way and the student can still work on a transfer. Conversation about students changing their major ensued. Mon said there can be no auto-award without student consent and asked if colleges can get an auto consent signed at student orientation. Dave pointed out there is a need to capture the student’s intended direction and asked if degrees will be auto-generated on transcripts or hard copy generated?. Matt responded that they should be auto-generated and mailed in “large envelope” and added that first year college graduates and their families will be excited to see the accomplishment and it will create a buzz in the community. William said the vast majority of colleges in the state do not auto-award but in 6 to 12 months the conversation may be different. William and Matt want to move forward to implement auto-award. .Rajinder said at LPC the students get one pattern to meet their GE for AA; why not give them all three options like Ohlone, or DVC? Someone in back of room said it is because LPC requires more GE. Discussion on strategies ensued.

Conclusion Students can change their major in Class Web at the beginning of the term. Rajeev said auto-award is a Student Services Initiative, and I.T. department must be onboard to implement. Cynthia noted it may also be the purview of Academic Instruction. Matt noted past practice was to obtain a list [student academic status] from I.T. to encourage students to transfer. Dave said we need contact with students. Stacy said to look at curriculum, financial aid, etc. so we are not holding our students back. Sarah said it may be a topic for Chancellor’s purview to be sure we are not violating Ed Code and State Law by not auto-awarding degrees and that it may have more “back bone” if the CO had a legal opinion on it. Noell said more leg work is needed to comply with law. Dave said both colleges must communicate and collaborate to determine how to handle the shared 7% of students. Ron said reviewing simulations the CO put out and it shows digit increase in revenue.

Action items	Person responsible	Deadline
1. Determine how to set up auto-award certs/degrees with a focus on both colleges communicating and collaborating; especially w/ the 7% of shared students.	William/Matt w/ IT Dept.	Ongoing

Action items	Person responsible	Deadline
2. Determine if CLPCCD will be in compliance with Ed Codes and State Law for auto-award of certs/degrees.	William/Matt and Task Forces	Ongoing
3. Make recommendation to CO regarding auto-award legalities.	Chancellor's Cabinet	
4. College Senates to discuss.	College Senates	

Time allotted | 15 min | Agenda topic 6.0 BANNER 9 UPGRADE UPDATE | Presenter BRUCE

Discussion	Bruce summarized his presentation in light of time. Focus was on Banner forms and Class Web. 'Forms' in Banner is running on outdated version of Oracle.
Conclusion	New deadline to be "off" Banner 8 forms is the end of February 2019. Class Web will be upgraded in 2019.

Action items	Person responsible	Deadline
None		

Time allotted | 5 min | Agenda topic 7.0 SUBCOMMITTEES AKA Task Forces | Presenter Cynthia

Discussion	Skip in light of time constraints per Cynthia
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Action items	Person responsible	Deadline
None		

Time allotted | Ongoing | Agenda topic 8.0 FUTURE AGENDA ITEMS | Presenter ALL

Discussion:	Sarah said DEMC is now part of funding model/non-credit FTES. There is a movement to set non-credit FTES targets for both colleges, but there are no standards for funding and we need to know what <i>is</i> or <i>is not</i> non-credit. Sarah recommended conversation happens in FFC first. Need to determine what ways can be funded; what can be non-credit, what can be credit, etc.
Conclusion:	Sarah made recommendation to have talks start in FFC meeting between college's curriculum chairs and articulation officers and, preferably, with a state representative so everyone in the room here's what is presented at the same time in the same way. This will help set policy for non-credit FTES. DEMC needs info to set targets. Ron clarified that the work in this venue is to determine what or what is not helpful to set targets. FFC will not meet in January.

Action items

Person responsible

Deadline

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|--|-------------------------|---------------------------|
| 1. Invite college curriculum chairs to FFC meeting in March 2019. | Ron/Cynthia
Rajinder | Determine timeline
2/1 |
| 2. Craig will reach out to state office for recommendation on non-credit FTES. | Craig/LPC | Feb/Mar 2019 |

Future Agenda Items

1. Project templates
2. Rubrics-funding consideration (3rd task force from PBC) to meet in February
3. Banner Update
4. Non-credit FTES
5. Supplemental Grant/Student Success Subcommittee

Future Meeting Dates

February 1

March 1

April 5

May 3

| Meeting adjourned at 5:05