

# OFFICIAL COPY



## CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES STUDY MEETING

**MINUTES**  
**March 5, 2019**

### **PLACE**

Chabot- Las Positas Community College District, 7600 Dublin Blvd, Dublin Ca 94568

### **CALL TO ORDER**

The regular meeting was called to order at 6:00 p.m. by Board Secretary Randolph, Recording Secretary Debra Nascimento called the roll.

### **ATTENDANCE**

Members Present: Trustee Mr. Donald L. “Dobie” Gelles (Conference Call)  
Trustee Dr. Hal G. Gin  
Trustee Ms. Linda Granger  
Trustee Dr. Marshall Mitzman  
Trustee Ms. Genevieve Randolph

Members Absent: Trustee Mr. Edralin “Ed” Maduli

Recording Secretary: Ms. Debra Nascimento

Managers Present: Mr. Ronald Gerhard, Interim Chancellor  
Ms. Roanna Bennie, Interim President, Las Positas College  
Mr. Dale Wagner, Vice President of Academic Services, on behalf of Dr. Susan Sperling, President, Chabot College  
Mr. Bruce Griffin  
Mr. Owen Letcher  
Ms. Guisselle Nunez  
Mr. Rajinder Samra  
Dr. Cynthia Gordon da Cruz

Others Present: Dr. Melissa Korber, President, Las Positas College Faculty Senate

Ms. Danita Romero  
 Ms. Kristy Burgess  
 Mr. Tim Cech  
 Dr. Amir Law

## 1.2 PLEDGE TO FLAG

Interim Las Positas College President Bennie led the pledge.

## 1.3 PUBLIC COMMENTS

Ms. Kristy Burgess, Student, Las Positas College, stated she is the Editor-In-Chief, for the Las Positas Literacy Anthology. She provided all Board members with a copy of the 2018 Publication and asked for sponsorship to publish this year's book. Mr. Tim Cech stated they strive to put out the best publication that is indicative of the quality and creativity of not just Las Positas College but openly soliciting Chabot College writers.

## 2.0 PRESENTATION: MEASURE B ANNUAL REPORT

Interim Chancellor Gerhard stated Institutional Researchers; Dr. Cynthia Gordon da Cruz, Mr. Rajinder Samra and himself will provide the Board this evening with an update on the current fiscal year 2018-19, additional revenues that are expected, FTES Rollback Revenue and Student Centered Funding Formula (SCFF).

2018-19 Budget Update-Unrestricted General Fund

- Budget is balanced and within projections
- Includes only the Unrestricted General Fund

<b>Account</b>	<b>Account Description</b>	<b>YTD Activity</b>	<b>Encumbrance</b>	<b>Available Balance</b>	<b>% Available</b>
Total Academic Salaries	52,417,585	33,049,995	0	19,367,590	36.95%
Total Classified Salaries	25,545,892	13,886,920	-	11,658,972 .25	45.64%
Total Benefits	32,687,333	17,472,309	0	15,215,024	46.55%
Total Supplies	1,408,335	657,868	654,388	96,080	6.82%
Total Other Operating	18,538,626	9,771,184	9,162,920	(395,479)	-2.13%
Total Capital	360,362	129,260	161,641	69,460	19.28%
Total Transfers	253,757	0	0	253,757	100.00%
<b>GRAND TOTAL</b>	<b>131,211,890</b>	<b>74,967,536</b>	<b>9,978,949</b>	<b>46,265,405</b>	<b>35.26%</b>

2018-19 Budget Update-Unrestricted General Fund

- Includes budgets for District Departments (Business Office, Chancellor's Office, Educational Services, Facilities Planning & Management, Human Resources,

Information Technology, Maintenance & Operations, and Public Relations & Governmental Affairs)

<b>Account</b>	<b>Account Description</b>	<b>YTD Activity</b>	<b>Encumbrance</b>	<b>Available Balance</b>	<b>% Available</b>
Total Academic Salaries	555,308	500,556	-	54,752	9.89%
Total Classified Salaries	11,996,299	6,393,539	0	5,602,760	46.70%
Total Benefits	11,673,741	4,425,461	0	7,248,280	62.09%
Total Supplies	959,215	542,425	588,679	(171,889)	-17.92%
Total Other Operating	15,773,701	8,436,947	8,703,167	(1,366,412)	-8.66%
Total Capital	194,327	110,569	52,735	31,023	15.96%
<b>GRAND TOTAL</b>	<b>41,152,592</b>	<b>20,409,497</b>	<b>9,344,581.17</b>	<b>11,398,514</b>	<b>27.70%</b>

2018-19 Budget Update-Unrestricted General Fund

- Includes budgets for all Chabot College Departments & Programs

<b>Account</b>	<b>Account Description</b>	<b>YTD Activity</b>	<b>Encumbrance</b>	<b>Available Balance</b>	<b>% Available</b>
Total Academic Salaries	30,361,668	19,439,541	-	10,922,127	35.97%
Total Classified Salaries	7,368,347	4,148,746	0	3,219,600	43.70%
Total Benefits	11,972,364	7,649,573	0	4,322,791	36.11%
Total Supplies	267,029	52,830	45,723	168,476	63.09%
Total Other Operating	1,675,567	802,662	338,954	533,952	31.87%
Total Capital	151,248	17,890	108,906	24,452	16.17%
Total Transfers	50,000	0	0	50,000	100.00%
<b>GRAND TOTAL</b>	<b>51,846,223</b>	<b>493,583</b>	<b>493,583</b>	<b>19,241,398</b>	<b>37.11%</b>

2018-19 Budget Update-Unrestricted General Fund

- Includes budgets for all Las Positas College Department & Programs

<b>Account</b>	<b>Account Description</b>	<b>YTD Activity</b>	<b>Encumbrance</b>	<b>Available Balance</b>	<b>% Available</b>
Total Academic Salaries	21,500,609	13,109,898	-	8,390,710.81	39.03%
Total Classified Salaries	6,181,246	3,344,635	-	2,836,611.53	45.89%
Total Benefits	9,041,228	5,397,275	0	3,643,953	40.30%
Total Supplies	182,091	62,612	19,986	99,493	54.64%
Total Other Operating	1,089,357	531,126	117,755	440,476	40.43%
Total Capital	14,787	802	0	13,985	94.58%

Total Transfers	203,757	0	0	203,757	100.00%
<b>GRAND TOTAL</b>	<b>38,213,075</b>	<b>22,446,347</b>	<b>137,741</b>	<b>15,628,987</b>	<b>40.90%</b>

#### FTES Rollback Revenue

- In light of State's implementation of SCFF, in 2017-18 District rolled back approximately 1,700 FTES
  - One-time opportunity to increase revenue over next 3 years
- Recommended by Planning and Budget Committee
- Has resulted in additional revenue to District over next 3 years of approximately \$22 million
  - One-time funds to be used to support efforts related to adjusting to SCFF

#### SCFF Update & Projection

- NEW MODEL
  - Base Allocation (FTES)- 60%
  - Supplemental Allocation (Promise and Pell Grants)- 20%
  - Student Success Allocation (Certificates, Degrees, Transfers, CTE, Wages) - 20%
  - Projections as of 9/4/2018 projected revenue reduction of more than \$6 million

#### Implementation and Moving Forward (from 9/4/18 Presentation)

- Increase communications and engagement of key stakeholders
  - Through established governance structure, engage stakeholders to forward recommendations and solutions for implementation
- Maximize programs that help increase FTES/non FTES revenue
  - Increase financial aid participation rates
  - Maximize completion and degrees
  - Maintain FTES goals
- Align our district wide processes
  - Align data collection and ensure accuracy
  - Resource allocation model needs to be discussed/revisited
  - College program reviews and planning processes may need further review

#### Planning and Budget Committee Update

- Some of the topics, initiatives and/or proposals reviewed include:
  - SCFF simulations and projections
  - Review of Budget Allocation Model (BAM)
    - At March 1<sup>st</sup> meeting consultant brought in to facilitate process in reviewing and evaluating BAM
    - Process to conclude with possible recommendations to Chancellor where revisions are deemed necessary

#### Next Steps

- Continue to encourage district wide dialogue

- Using committee structure (FFC & PBC) evaluate and recommend proposals that will eliminate potential deficit because of SCFF
- Evaluate BAM and consider recommendations from PBC on how the district allocation model may need to be adjusted because of SCFF is implemented & communicate

Questions and Comments:

Trustee Gin asked what the Student Success Allocation was (Certificates, Degrees, Transfers, CTE, Wages) -20% before that existed. Interim Chancellor Gerhard stated it went through a few iterations, this model was originally released in January 2018 which was 25%. Trustee Gin asked, is the proactively awarding of degrees one way to increase the 20%. Interim Chancellor Gerhard stated yes. Trustee Gin added, if that is the case how many students can we capture using that proactive awarding system. Mr. Rajinder Samra answered, our policy is currently being reviewed and the numbers are being assessed. He added it is going to take some collaboration and processes to be set up. Trustee Gin stated he feels this is a great idea and he is in favor.

Trustee Randolph asked why the practice for auto awarding can be controversial. Mr. Samra stated one of the primary reasons is the financial aid aspect. Interim Chancellor Gerhard stated there has been other issues and concerns brought up at the state level; state academic senate issued a white paper that expressed caution on it and the principle reason is there is concern on issuing certificates/degrees to students that don't apply for them.

Trustee Granger asked for clarification regarding the Financial Aid aspect. Dr. Gordon da Cruz stated in their preliminary research if a student receives a certificate/degrees for an undeclared major their financial aid won't be at risk. Trustee Granger asked if there had been a change on Pell Grant awarding, where there is a limited amount of semesters in which students can qualify for over their post-secondary career. Mr. Samra answered yes. Trustee Granger asked if we get the 20% if the student qualifies, or does the clock start to tick when the student actually receives the financial aid. Mr. Samra answered the student has to receive the financial aid to qualify for it.

Trustee Mitzman asked if the Board should be concerned about the negative available balance. Interim Chancellor Gerhard stated the Board should not be concerned. He added as we draw nearer to the fiscal year end the numbers will adjust where the negative balances go away.

Trustee Granger asked where the transfers are coming from. Interim Chancellor Gerhard stated the transfers are out of our General Fund, in support of Student Services and Facility operations.

Trustee Mitzman asked what is the Boards role in the use of the \$22 million dollars. Interim Chancellor Gerhard stated, the Board is required to approve an Adoptive Budget yearly in September, when there are significant augmentations such as this. The Board is

required to approve the augmentations or changes. He stated at the next Regular Board Meeting, March 19<sup>th</sup> a Budget Revision will be added to include allocating the \$22 million dollars. He stated the intent behind the pursuing the funding was for it to be used for initiatives that get us to a point in three years that we have more funding, so we aren't forced to cut our budget. Discussion is underway regarding a recommendation on how to allocate that money that will be presented at the next Board meeting. Lastly, he stated the Board will receive frequent updates on the use of that money and outcomes achieved.

Trustee Randolph asked if this is one-time funds. Interim Chancellor Gerhard stated unfortunately yes.

Trustee Gin asked if the numbers are as of January 31<sup>st</sup>; we have 42% of the year remaining, why is the available revenue less than that. Interim Chancellor Gerhard stated the primary reason is under Academic Salaries which is our largest category of our operating budget (Academic Salaries). He stated we begin spending that money in the summer; in general, we spend \$4-5 Million on our summer programs. The second term we spend our money on is Fall. Lastly, he stated he wished we had 12 equal installments but unfortunately our schedules and the way we serve our students is front loaded.

Trustee Granger asked with the new student Centered Funding Formula Model, is there opportunity for potential growth. Interim Chancellor Gerhard stated yes however, there is growth caps on success and supplemental is yet to be solidified. He stated the growth is in two forms, growth in full time equivalent students which our cap this year is half a percent. He added growth is being considered for the Student Success Allocation, the discussion currently is placing a 10% cap year over year on the Student Success. Mr. Samra stated there is opportunities in all categories, and at the colleges there are initiatives related to this being worked on.

Trustee Mitzman stated most of the students will apply to several institutions, why the revelation? Mr. Samra answered there are students who attend a community college but not ours, we have a 14% gap. He continued by stating, the question we need answered is, why aren't these students attending our colleges. Trustee Mitzman stated this is due to marketing. Trustee Gin stated students will use us as a fall back if they are not accepted elsewhere.

Trustee Gin asked how are wages measured after a student graduates. Mr. Samra answered an organization provides this information that matches unemployment Economic Development Department, EDD where they link individual's social security numbers to arrive at those figures. Dr. Gordon da Cruz added we are at a disadvantage as students that don't have social security numbers and are self-employed are being left out of this report.

Trustee Randolph thanked Researchers Mr. Samra, Dr. Gordon da Cruz and Interim Chancellor Gerhard for their great presentation.

**ADJOURNMENT**

Motion No. 1

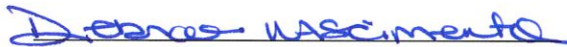
Trustee Gin made a motion, seconded by Trustee Granger to adjourn the meeting at 7:00 p.m.

Motion carried unanimously, 5-0, with Trustee Maduli absent.

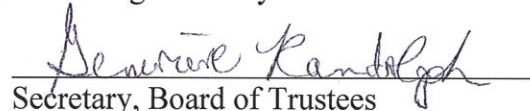
**NEXT MEETING**

The next meeting of the Board is a Regular Meeting scheduled for March 19, 2019 at the District Office.

Minutes prepared by:



Debra Nascimento  
Recording Secretary



Secretary, Board of Trustees  
Chabot-Las Positas Community College District