



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, May 16, 2018**  
**Room 2-10**

**Members present:** Hyla Lacefield, Rachel Corrales, Tracy Huang, Phillip King, Megan Rodriguez Antone, Nick Carr, David Meckler, Martin Partlan, Melinda Day, Leonor Cabrera, Paul Naas, James Carranza, Jamillah Moore.

**Members absent:** Jeanne Stalker

**Guests and others present:** Diva Ward, Dayo Diggs, Candice Johnson, Ada Avenado, Nenaji Jackson, Mary Chries Concha Thia, Kathy Blackwood

AGENDA ITEM	
1. WELCOME, APPROVAL OF MINUTES	Meeting called to order at 2:10 PM. Motion to amend today's agenda: Item 11 Institutional Set Standard Goals to be carried over to fall 2018 meeting. Additional time to be provided to Item 2 Program Update: ESO Adelante and A2B. Motion passed unanimously. Motion to approve May 2 meeting minutes passed unanimously.
BUSINESS 2. Program Update ESO Adelante and A2B	Nenaji Jackson introduced the A2B program team members Candice Johnson and Nimsi Garcia and ESO Adelante team members Ana Avendano and Ada Ocampo ESO Adelante presentation highlights: <ul style="list-style-type: none"> <li>• Peer Mentorship Program: currently six mentors working with 55 students</li> <li>• Students transfer to SFSU. After transfer support specialists available to specifically assist community college students.</li> <li>• Pre transfer support: Hybrid course developed for ECE and Business students in research writing skills. Also, assist in related items such as financial management and completing transfer requirements.</li> <li>• Starting in Fall 2018: Roadblock Summits which are faculty-led seminars looking at transfer pipeline data</li> <li>• Budget info: initial award of \$3.2 million. We are in year 2 of 5-year grant. Most of the funding is for staffing with additional funds directed toward related professional development. SFSU also has subaward with us for their support and coordination.</li> </ul> A2B program presentation highlights: <ul style="list-style-type: none"> <li>• Reviewed 5 years life of the grant, currently in an extension year.</li> <li>• A2B students are in specific majors: business, ECE, nursing, psychology, and human services. Discussed percent of transfer with and without AA-T or AS-T degrees.</li> <li>• 43 students to transfer in Spring 2018, majority are Business majors.</li> <li>• Transition plans include: retention specialists will work with A2B students, 1-on-1, to look at available support through existing programs, such as TRiO and ESO Adelante.</li> </ul> Note: A2B and ESO Adelante program reviews available for further information.  Action: Motion to express support for the current status and direction of ESO Adelante and A2B programs. Motion passed unanimously.

<p>3. Accreditation Standard 2 and 4 Status</p>	<p>Interim VPSS Phillip King and Professor David Meckler informed on status of Standard II.</p> <ul style="list-style-type: none"> <li>• First drafts for Instructional and Student Services in progress, rough draft on Library being worked on</li> <li>• Teams responding to direction for brevity and simplicity over long descriptions on programs.</li> </ul> <p>Interim Dean BDW Leonor Cabrera and Counselor Nick Martin informed on status of Standard IV.</p> <ul style="list-style-type: none"> <li>• IVA and IVB are continue to gather evidence and compiling first draft with editor assistance.</li> <li>• IVC and IVD require input from District, will be worked on over the summer.</li> </ul>
<p>4. Promise Program Positions</p>	<p>Phillip King informed on three positions related to the College's Promise Program Positions are: Program Services Coordinator, Recruiter, and Program Supervisor All three are temporary, one-year duration, funded with innovation dollars. Subject to Board approval, and when received, recruitment will begin. Standard selection committee processes will be used. It is noted over three hundred applications have already been received for fall 2018.</p>
<p>5. <a href="#">Sustainability Plan</a></p>	<p>Professor Susan Mahoney informed on the final draft of the college's Sustainability Plan. Susan brought the first draft of this plan to March 21 PBC meeting. Since that time, input from the District as well as collaboration with sister colleges have been completed, along with related campus efforts to complete this final draft that will be submitted to the Board. Susan noted that the goals have been strengthened, with metrics for years 1, 3, and 5 of the plan that parallel the college's goals for student success and participation and teaching and learning opportunities. Some listed goals are district-wide such as water conservation and zero-waste. Susan notes that the plan will continue to evolve and the committee would seek input in integrating with the college's educational master plan and communicating the plan with campus constituencies.</p> <p>Action: Motion to support the final draft and to review with college's constituency groups for feedback and recommendation for final passage. Motion passed unanimously.</p>
<p>6. <a href="#">Resource Request Prioritization</a></p>	<p>Hyla Lacefield informed on the Resource Request Prioritization document.</p> <ul style="list-style-type: none"> <li>• Document reflects completed prioritization efforts by all three planning councils, as well as PBC members' review and prioritization.</li> <li>• The process was overwhelming, at first, but with explanation and collaboration, discussion was lively, particularly on some large-ticket items.</li> <li>• Some items still seem to be operational expenses, that would not require planning councils' input.</li> </ul> <p>Action: Motion to accept and move forward this document and request appropriate review and revision of process for the next year. Motion passed unanimously.</p>
<p>7. <a href="#">District Budget</a></p>	<p>EVC Kathy Blackwood informed on the tentative District budget and related factors. Presentation highlights:</p> <ul style="list-style-type: none"> <li>• Every year, the District develops a proposed, balanced 3-year budget that addresses the District strategic goals and addresses community needs.</li> <li>• Governor recently released May budget revise. Kathy discussed "new" state funding formula: <ul style="list-style-type: none"> <li>- existing base allocation: likely new formula will result in less \$ per student</li> <li>- equity funding: based on Pell and Promise Grants, AB540 students</li> <li>- funding based on awarded degrees, certificates, number of CTE students</li> </ul> </li> <li>- incentive to transfer to CSUs rather than private and other institutions</li> <li>- It is good that SMCCD is a community-supported District.</li> <li>- State is providing \$100M start-up and \$20M ongoing funding for proposed state online college. Kathy advises proposed online college will be accredited, however, will not award degrees nor certificates. Both Kathy and Hyla advised examples of faculty groups voicing opposition to this proposal.</li> </ul> <p>Highlighted District budget factors:</p> <ul style="list-style-type: none"> <li>• District is assuming 7.3% property tax increase. We will know actual increase in July.</li> </ul>

<p>8. <a href="#">Tentative 2018-19 College Budget</a></p> <p>3.</p>	<ul style="list-style-type: none"> <li>• International students program increase is 3% (Many other districts forecast no or negative growth in this area.)</li> <li>• Assuming increase in utilities, insurance</li> <li>• Student fees revenue decreased as many of these fees are being waived (i.e. Promise Program)</li> <li>• STRS and PERS will increase, however, exact numbers are not known at this time.</li> </ul> <p>Interim VPAS Mary CHries Concha Thia informed on the tentative college budget for 2018-19.</p> <p>Review of timeline</p> <ul style="list-style-type: none"> <li>• March: Receive projected District allocation information, review with College President. Use this to begin developing the college budget. Important factors are: FTES and productivity targets, discuss and develop these with VPI and instructional deans; accurate and updated information on employee information, labor distribution, and position control. Review by departments and submit changes.</li> <li>• April: Review with deans and departments to identify budget needs. Develop division budgets, review previous budget for shortfalls or surpluses, unanticipated budget impacts Develop hourly faculty budget for departments.</li> <li>• May: Tentative college budget is drafted, reviewed at PBC, and submitted to Board. Adjustments made based on any new information, such as new positions approved, changes in revenues.</li> <li>• June: Final position control review.</li> <li>• July-August: Property tax revenue information is received. Final adjustments made.</li> <li>• September: Budget finalized and submitted for Board approval.</li> </ul> <p>Total revenues, comprised of district site allocation funds and Prop 30 = \$25.64M (estimated) Total expenses = \$25.64M (estimated)</p> <ul style="list-style-type: none"> <li>• Regular employees (salaries and benefits) = \$20.58M, up from 17/18 3.8%</li> <li>• Hourly \$4M, down 9.8%</li> <li>• Discretionary funds \$1.176M up 12%</li> </ul>
	<p>Meeting adjourned at 3:30 pm.</p>