

Planning and Budget Committee Meeting

DRAFT MINUTES

Meeting date **March 6, 2020** | Time **12:30PM** | Meeting location **District Office Board Room**

Meeting called by VC of Business Services
Type of meeting Planning & Budget
Tri-Chairs Doug Roberts, Rajeev Chopra & Cathy Gould
Note taker Dawn Neideffer
Timekeeper Doug Roberts

Attendees: Tamica Ward, Jeff Drouin, Thomas Orf, Sarah Thompson, Dyrell Foster, Pedro Ruiz de Castilla, Chasity Whiteside, Paulette Lino, Rosalie Roque, Sui Song, Ashley Young, Michelle Diaz-Nava, Cathy Gould, Rajinder Samra, Doug Roberts, Anette Raischbart, Rajeev Chopra. *On the phone:* Theresa Fleischer Rowland and Miguel Colon.

AGENDA TOPICS | MEETING COMMENCED AT 12:36

Time allotted | **2 min** | Agenda topic **1.0 Welcome Guests and Quorum Check** | Presenter **Doug**

Discussion New President and new VP at LPC introduced.

Conclusion President Dyrell Foster and VP of Administrative Services Anette Raischbart welcomed; quorum met with 9 voting members, excluding Doug.

Action items

None noted

Time allotted | **2 min** | Agenda topic **2.0 Approve Today's Agenda** | Presenter **Doug**

Discussion Doug asked for a motion to approve, Matt moved to approve and Pedro seconded.

Conclusion Agenda approved by consensus.

Action items

1. Agenda approved, by consensus

Time allotted | **3min** | Agenda topic **3.0 Approve Previous Minutes** | Presenter **Doug**

Discussion Doug asked for a motion to approve, Rajinder moved and Matt seconded.

Conclusion Minutes approved, by consensus.

Action items

1. Minutes approved, by consensus.

Time allotted | **5 min** | Agenda topic **4.0 Budget Development Calendar FY20-21** | Presenter **Rosalie**

Discussion Rosalie reviewed the tentative budget calendar.

Conclusion Budget will be submitted to state by September deadline. Dates on calendar will be adjusted to allow for PBC review prior to September deadline.

Action items

1. Revised Tentative Budget Calendar will be published

Time allotted | **20 min** | Agenda topic **5.0 Adjunct Faculty Budgets** | Presenter **Doug**

Discussion Doug reviewed the current numbers on [adjunct faculty budgets](#). To address issues of adjunct faculty budgets, Sarah proposed to take the entire cost of instruction, based on FTES and productivity levels from DEMC, out of the college' individual budgets and place it in 3A ("off the top"). Shortcomings addressed are a) need to have instruction fully funded, b) need for PBC to honor its charge for financial planning evaluating proposals from DEMC to see if we can afford the target/productivity proposal; c) the need for an easier evaluation of affordability. Numbers can be run through the current BAM model to see the effects of operational costs at different sites. If budgets look tight then DEMC can re-evaluate. Logistics discussion ensued. Doug said weighing FTEF against FTES is part of the budgeting process. Colleges and VP's of Administrative Services must look at overall budget.

Conclusion At FY18-19 year-end, \$3.2M was distributed to the Colleges. To develop a budget that works, Colleges and District need to look at actuals and not wait until year-end to make the budget work. If there is a structural imbalance indicating expenditures are more than the revenue coming in, then consider using rollback revenue to get through the year. The size of the problem is then recognized while building the budget instead of waiting until year-end to fix the shortfalls.

Action items

None noted

Time allotted | **45 min** | Agenda topic **6.0 Devise Two Scopes & Timelines for a) an Amended Version of the Current BAM, b) Development of a SCFF-Based Allocation Process** | Presenter **Doug**

Discussion Conversation ensued to develop timeline for two budget models. The first being the current budget allocation model (BAM) with revisions that address issues. The second

being a new budget allocation model that factors in the SCFF.

Conclusion

September 2020,-PBC will present Board with a budget with actual numbers. February 2121, PBC will give a Recommendation to the Chancellor a budget with a modified BAM 2.0. In September 2121, PBC will present to the Board the revised BAM 2.0. In February 2121, PBC will make a Recommendation to the Chancellor a Student Centered Resource Allocation Model (SCRAM).

Action items

None noted

Time allotted | **3 min** | Agenda topic **9.0 Future Agenda Items** | Presenter **All**

- a) PRMG Report-out: Guisselle
- b) ESS-SCFF Projects-in-Progress Reporting: VC Theresa FR
- c) Evaluate the charge of PBC
- d) Free tuition

Summary of Actions Items:

1. Agenda approved, by consensus
2. Minutes approved, by consensus
3. Tentative Budget will be revised and posted to website

Meeting adjourned at 2:34