

PLANNING AND BUDGET COMMITTEE | APPROVED MINUTES

November 2, 2018 | 12:30-2:30 | District Office Board Room | 7600 Dublin Blvd., 3rd Floor

Type of meeting PBC
 Chairs Ron Gerhard, Rajeev Chopra and Cathy Gould
 Note taker Dawn Neideffer
 Timekeeper Ron Gerhard
 Meeting began: 12:30PM

Attendees Sarah Thompson, Jeff Drouin, N. Lang, Diane Brady, Noell Adams, Chasity Whiteside, Cathy Gould, Rosalie Roque, Cindy Robinson, Trish Shannon, Miguel Colon, Kirti Reddy, Turner Zaszka, Thomas Orf, Susan Sperling, Dave Fouquet, Rajinder Samra, Matt Kritscher, Kathryn Linsmeyer, Roanna Bennie, Ron Gerhard, Dawn Neideffer, Estella Sanchez, Cynthia Gordon da Cruz, Rajeev Chopra

AGENDA TOPICS

AGENDA ITEM 1.0 APPROVAL OF MINUTES AND INTRODUCTIONS | 3 MIN

Discussion October's agenda was bare bones and transcribed from audio recording. Ron made the suggestion to write down corrections/revisions and give to Dawn.
Conclusion Attendees and chairs need correction for future agendas.

Action items	Person responsible	Deadline
1. Correct attendees and members listing on agenda	Dawn Neideffer	11/30/18
2. Correct Chairs to reflect the correct tri-chairs	Dawn Neideffer	11/30/18

AGENDA ITEM 2.0 REPORT FROM CHANCELLOR FALLO RE: ROLLBACK RECOMMENDATIONS | 5 MIN

Discussion Conversation Sarah recapped the DEMC meeting; Ron reviewed document 2017-18: Recal Comparison 11/1/2018, Ron said rollbacks are common conversation in the state currently, a new funding formula model is being created, whether it will generate more money is unknown at this point. Miguel asked: How do rollbacks affect the lottery money? Ron replied that rollbacks do not affect the lottery money.
Conclusion Closing Monthly financial statements will be a standing item on the agenda to track rollbacks and effects; call for transparency from committee members.

Action items	Person responsible	Deadline
1. Monthly Financial Statements will be made a standing item on agenda.	Gerhard/Neideffer	11/30/18
2. Financial statements to be posted on District Website.	Gerhard/Neideffer	11/30/18

AGENDA ITEM 3.0 MONTHLY FINANCIAL STATEMENTS | 10 MIN

Discussion Conversation Ron reviewed document Budget Status Report – Total Unrestricted General Fund November 1, 2018; said document is a template reviewed by the Chancellor and summarizes salaries and adopted budget.

Conclusion Closing Watch 3A

Action items	Person responsible	Deadline
1. Natasha recommend committee and task forces keep budget data standards consistent so as we move forward, all involved know what to expect and how to read through budgets.	Gerhard	11/30/18
2. Post financial statements on the district website and keep financial statements transparent and using a consistent practices to form and format data.	Gerhard/task force	11/30/18

AGENDA ITEM 4.0 SCHEDULE CHANGE CONSIDERATION | 10 MIN

Discussion Members and guests made suggestions for different times and dates; discussion ensued.

Conclusion Keep current date and time for meeting.

Action items

No action items for agenda item 4.0

PBC will meet on same date and time for now.

AGENDA ITEM 5.0 RESERVE RUBRIC DISCUSSION | 45 MIN

Discussion 5.1 **Review Draft Rubric:** Reviewed document Planning and Budget Committee Funding Formula Reserve-Draft Rubric for Funding Consideration; conversation about our role with the rollback money ensued.

Conclusion 5.1 Monies not used should go into reserve; request for use should go thru PBC; a task force can be formed to refine metrics and then they can bring back data to PBC.

Discussion 5.2 It was determined volunteers for task force and subcommittees do not have to be members of the PBC. District has 3 years in hold harmless status while new Student Centered Funding Formula is implemented. Sarah recommended policies get recorded in writing at the same time rubric gets created to determine savings -vs- investments. Rajeev said form task force now so they can do leg work and bring d a t a back to the committee. It was clarified that the rubric will come from the FFC info and the 'cliff years' must be discussed within the task force so task force can take data back to the Senates; more discussion about doing policy and rubric ensued. Task force volunteers were compiled. Ron spoke of presenting a simulation for the 12/7/18 meeting that will show the four year revenue picture.

Conclusion 5.2

Form a task force; Ron will chair the first meeting of the task force. The twelve Designated Program Task Force volunteers: Natasha, Miguel, William, Turner, Rajinder, Diane, Patricia, Rajeev, Matt, Jeff, Noell and Dale.

Action Items	Person responsible	Deadline
1. Designated Task Force to create simulations to present at	Designated Task Force	
2. Chair first Designated Task Force meeting	Ron Gerhard	12/7/18

AGENDA ITEM 6.0 REVIEW OF EXISTING DISTRICT WIDE RESERVE (LAYOUT) | 30 MIN

Discussion Ron reviewed document Districtwide Reserves November 2, 2018. Rajeev wants projected funds and dates. Miguel and Susan want EDCE money to go to colleges and students.

Conclusion Set up irrevocable trust.

Action Items	Person responsible	Deadline
1. Set up irrevocable trust	Ron Gerhard	?

AGENDA ITEM 7.0 TRUE UP OF IDENTIFIED PROGRAM BUDGETS IN BAM | 15 MIN

Discussion 7.1 **Form task force for 3A.** For a 3A true up more data is needed.

Conclusion 7.1 Sarah said Barb needs to come in and provide data to aid discussion FTES/FTEF and allocations.

Discussion 7.2 **Form task force for 3A true-up.** Designated programs are nursing and dental hygiene. Ron said he intended to true up actuals to allocation in BAM about evaluations and modifications going forward.

Conclusion 7.2 Task force needs evaluation of FTEF sheet. 3A True-Up Task Force includes the following volunteers: Dale, Cathy, Tom, Rajeev, Jeff and Dave and Diane. Natasha Lang was added to this task force 11/14.

Action Items	Person Responsible	Deadline
1. Provide FTES/FTEF data	Barb	11/28/18
2. Obtain evaluation of FTEF sheet	task force	2/1/19

AGENDA ITEM 8.0 STATUS OF BAM RECOMMENDATIONS

Discussion The status of BAM recommendations builds on past discussions. A new conversation that evaluates and revises current BAM or a new BAM is needed. Internal and state level actions prompt the conversation.

Conclusion Sarah suggested we meet in spring to discuss BAM; Rajeev to analyze FF changes; Susan suggested Ron create model alternatives for the group.

Action Items Person responsible Deadline

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| 1. Bring in a consultant to rouse conversation. | Ron | |
| 2. Rajeev will provide Designated Programs Task Force with analysis of SCFF. | Rajeev | |
| 3. Susan suggested Ron create model alternatives. | Ron | |

AGENDA ITEM 9.0 OTHER

Discussion 9.1 Items for future agenda were discussed throughout meeting.

Conclusion 9.1 Suggested items for 12/7/18 agenda: percentages, 12/7 simulation of four year revenue arc, discussion about paying colleges back for FTE rollback with reserves, Task Force True Up of 3A, possible January meeting date, getting a consultant in spring for BAM talks, December meeting timeline of internal conversations to facilitate fierce conversations; Matt proposed giving the FFC \$200K as a SCFF kick-off.

Meeting adjourned: 2:35PM

Next Meeting date December 7, 2018