



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, May 18, 2016**

**Members present:** Doug Hirzel, Debbie Joy, Anniqua Rana, Supinda Sirihekaphong, Nick Carr, Peggy Perruccio, David Johnson, Chialin Hsieh, Magnolia Huang, Lorraine Barrales-Ramirez, Michelle Marquez, Gregory Anderson, Paul Naas, Kim Lopez Megan Rodriguez Antone, Jennifer Hughes

**Members absent:** Lezlee Ware, Joanna Dai, Rachel Corrales

**Guests and others present:** Heidi Diamond, Lizette Bricker, Janet Stringer, Diva Ward, Max Hartman, Mary Chries Concha Thia, Barbara Bucton

AGENDA ITEM	CONTENT
1) <b>APPROVAL OF MINUTES</b>	Meeting called to order at 2:12 PM Motion to approve Minutes of the May 4 meeting passed with three members abstaining. Welcome to John Winchester, representing ITS/Facilities and replacing Winnie Kwofie.
2) <b>BUSINESS</b> A. Participation Governance Survey	Chialin Hsieh informed on the college Participation Governance Survey. Annual participatory System. Completed three weeks ago. This was sent to entire campus 120 responses received. A copy has been sent to everyone. This year we completed the long version of the survey. Jennifer Hughes thanked all who responded to the survey as well as those who encouraged others to do so, especially at this busy time of year. She stated there was good feedback received. Jennifer added that in the fall, when the constituency groups and planning councils next meet, it is recommended that the survey results be reviewed at these meetings. Jennifer represented that the survey is a good tool to start discussions on issues that impact the college and its direction.
B. Program Review Resource Requests	Michelle Marquez informed on Program Review Resource Requests. Background: In previous general discussions on the program review process, the resource request timeline was raised. It was suggested that the timeline be adjusted so that request approval decisions were advised before the end of the spring semester. This would advance the purchasing, ordering, etc. to begin in June and throughout the summer, in preparation for the start of fall semester. We are now approaching the decision point. Michelle stated we have approx under \$400K requests were received. (This figure includes requests that are best-guess estimates, where no exact \$ quotes were used.) This figure comprised of Equipment: \$200K IT: \$40K Supplies: \$64K Subscriptions: \$50K (includes library subscriptions, online subscriptions for student services and instruction divisions, such as financial aid and athletics.) Professional development: \$30K Facilities: \$7K The available funds are \$1.9M. This total include our estimate of receiving \$145K in lottery funds and \$118K we know will be allocated for ongoing supplies for the divisions. A large chunk of that money is the one-time funds the college received a few years ago from the District for instructional ongoing expenses in equipment and supplies. These funds are being used (stretched out) over a number of years, augmenting the revenue from lottery funds. Lottery funds are mandated for specific designated purposes.

At this time we have completed first wave of request approvals, some completed and some requests requiring followup.

Discussion:

- Michelle is trying out the approval process in SPOL, testing with Marketing and Biology resource requests. Email notifications were not received advising outcome of their resource requests, however, Michelle believes there is a way to notify users that requests process is complete and outcomes can be found in SPOL. About the same time, deans will also receive program codes and other accounting info necessary to move forward with purchasing on approved items for their divisions.
- Members agreed that it is important for users to be able to know and learn about resource requests that were not approved. This can be discussed with the deans.
- Purchasing for the fall semester may begin on June 8.
- Question on ITS and funding for replacement of obsolete equipment. Each college receives a set amount of funding for this purpose. The business office works with ITS as equipment is replaced for budget purposes. This is included on the \$1.9M available funds and the \$40K ITS amount includes both replacement and new equipment. Going forward, budget office will work on showing this as two separate items.
- Question on the aging digital signage in the Grove. The screens are considered as nine separate pieces of hardware and would be repaired or replaced as individual equipment.
- Appreciation to the business office for organizing the information in spreadsheet form. This was a useful, cohesive reference. When initially received, the individual resource requests were consolidated into one report and categorized. Accompanying justifications were reviewed and the ITS requests were sent to the ITS District and for quotes. At either or both of these points, more information was needed from the requestor and this was obtained through the deans. The updates were consolidated and reviewed and discussed at cabinet.
- Thanks to all for efforts as we utilized, for the first time, the SPOL program review process for the resource requests. The process proved to be more streamlined than previous years. The interconnection of resource requests with program review SLOs, space allocation, etc. generate collaborative program brainstorming discussions. Would like to see next year connections drawn between resource requests and to program objectives, tasks and/or goals.
- VP Lopez asked what guidance can be given to users who requesting facilities space? (Facilities resource request category includes space needs and also facilities services, such as painting.) Suggested that program space requests be addressed consistent with space allocation process that is being developed. The status of this process is an agenda item for this meeting.

C. Draft Budget Plan

Michelle informed on the college's tentative 2016-17 budget which will be submitted to district next week. The information provided is as of May 17.

Presentation highlights:

- Unrestricted funds is comprised of district site allocation, international student program funds and Prop 30 = \$22.8 million  
Prop 30 = \$150K (based on FTES)
- Expenditures = \$23.6M  
Regular employees (full and part time) = \$17.6M, up 8% from 2015-16.  
Hourly \$5.1M, up 21%  
Discretionary funds \$848K, up 21% (does not include requests to augment program budgets, such as for professional development and hourly personnel)
- Reflects a shortage of \$870K. (This is an improvement from last year. At the end of the budget's first pass last year, we showed shortage of \$1.2M.)
- The hourly employee salaries represent 22% of our budget. This is the biggest piece of our budget that fluctuates.

<p>D. Space Allocation Update</p>	<ul style="list-style-type: none"> <li>• College expenses go up and use up increase in site allocation. An example of this is minimum wage increase which impacts student worker wages.</li> <li>• District site allocation includes \$600K innovation funds.</li> <li>• Next steps before we submit to district to balance budget will be to take a closer look at budget, possibly leveraging other funds, reviewing augmentation requests, reexamining all budget items, such as enrollment management, hourly salaries.</li> <li>• Goal is to submit a balanced and realistic budget.</li> <li>• In September, budget office will present to PBC final budget for 2016-17 as well as closing budget for 2015-16. (Carry-forward, funds leftover from previous year will carry into next year's budget.)</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Question posed on how faculty contract negotiations impact budget? Michelle advised that VC Kathy Blackwood retains an estimated amount for this to allocate to the colleges at a later time when needed.</li> <li>• Michelle advised the difference a deficit and a shortfall. The college cannot submit a deficit budget. The \$870K shortfall in our tentative budget requires a closer examination of the revenues and expenditures and other factors. Deficit budget indicates a college or district may be required to dip into reserves to cover expenses.</li> <li>• New fulltime positions that are approved through the college's hiring process are funded from the Hourly Salaries total shown. (The Hourly Salaries total includes administration, faculty and classified staff who are not regular full or part time employees.)</li> <li>• International Students Program contributes directly to Revenues total. A change in the minimum load formula for international students' registration may increase this revenue total. This may be discussed at an upcoming Board study session.</li> <li>• Other funding sources for our college are grants and categorical funding. A number of classified staff positions are funded through these programs. These parameters are determined by the sources' restrictions.</li> <li>• Rental facilities of the college is approximately \$200K. As construction programs start this will be reduced, as available space is impacted.</li> </ul> <p>Other discussion included future fitness center enterprise and impact on college revenues. Michelle advised this enterprise, such as San Mateo Athletic Center, is separate from the colleges, through Auxiliary Services.</p> <p>Motion to adopt <a href="#">proposed Space Allocation Guiding Principles, as amended</a> and move forward on next steps as recommended by space allocation workgroup.</p> <p>Diva Ward and Michelle Marquez presented on the activities of the space allocation workgroup and development of the proposed guiding principles.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> <li>• Space allocation workgroup was formed at the direction of PBC, as space is a limited resource and the college has changing needs.</li> <li>• Workgroup reviewed what other colleges have in place on this issue.</li> <li>• Workgroup vision of Guiding Principles: <ul style="list-style-type: none"> <li>- provide value to eventual decision makers on space allocation</li> <li>- launch efforts for next steps and processes</li> </ul> </li> </ul> <p>Summary of proposed guiding principles:</p> <ul style="list-style-type: none"> <li>• Space belongs to the college, needs of the students and the college as a whole is paramount.</li> <li>• Decision making on space allocation is consistent with the other college processes and demonstrate transparency, positive intent and equity</li> <li>• Oversight and responsibility of space allocation within divisions should be consistent and flexible. Administrators have authority on this. (The workgroup recognized the current practices work well – few issues arise.)</li> </ul>
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	<ul style="list-style-type: none"> <li>• Changes in space allocation policies, new policies and oversight for the college should be: <ul style="list-style-type: none"> <li>- Developed by the Planning and Budget Council</li> <li>- Implemented and carried out by the President and College Cabinet.</li> </ul> </li> <li>• Similar to the college hiring process, propose PBC act as the recommending body to President and College Cabinet.</li> <li>• Define space allocation issues (such as office space needs, program review requests, and others) and their resolutions fitting into these principles.</li> <li>• Space allocation decisions should be fiscal, responsible and sustainable. (Allows for an analytic process, to be later defined.)</li> </ul> <p>Workgroup recommends:</p> <ol style="list-style-type: none"> <li>(1) Gather information and document current processes</li> <li>(2) Decide on formalizing the current processes</li> </ol> <p>Motion to adopt proposed Space Allocation Guiding Principles, as amended and move forward on next steps as recommended by space allocation workgroup passed unanimously</p>
<p>E. Hiring Process Timeline</p>	<p>Co-chair Debbie Joy reminded that May 4 PBC meeting minutes reflect:  <i>“Motion to act on constituency groups’ feedback on proposed recommendations to condense hiring process to once-a-year cycle is tabled until IPC discussion occurs and is reported. It is noted that a decision can be made next meeting or if necessary, early in the fall semester.”</i></p> <p>Debbie advised that IPC did not meet prior to today’s meeting. IPC members wanted the opportunity to discuss with constituents and take this up at a subsequent IPC meeting as an Action Item. This would take place at the end of the current spring semester or early in fall semester.</p> <p>As a reminder, the PBC action item is to condense to the college hiring process to from two cycles (fall and spring) to one cycle in the fall.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> <li>• Jennifer Hughes suggested that if one cycle in the fall is decided upon, and this decision occurs in the fall semester, all efforts and emphasis should be exerted to communicate this to the college community. Clear timelines should be set and announced so all may plan and take action accordingly.</li> <li>• Classified Senate did not take a vote. Debbie Joy reported that at the most recent Classified Senate meeting attendees were split between the one- and two-per-year hiring cycles. Most are not closely involved in the hiring process.</li> <li>• Kim Lopez advised SSPC meeting discussion reiterated that the hiring process was a tool to encourage learning about other programs’ needs and surface possible collaboration opportunities. Thus, two cycles per year are beneficial.</li> <li>• Doug Hirzel reminded that the first PBC meeting in the fall would occur on September 7. It is anticipated that the hiring process action item would be included on this meeting agenda Next meeting would be September 7, 2016.</li> </ul> <p>Motion to act on constituency groups’ feedback on proposed recommendations to condense hiring process to once-a-year cycle is tabled to September 7 PBC meeting.</p>
<p>F. Staffing Update</p>	<p>No college staffing update. Co-chair Hirzel asked if any PBC members were aware they would not be continuing to serve in the fall. None were aware at this time.</p>
<p>G. Matters of Public Interest</p>	<p>Reminder of college happenings and end of year events including:  Colts Hall of Fame Induction Ceremony and Dinner, June 4  College End of Year barbecue, upper lawn, May 20  Classified Appreciation Week, May 16-20</p>
<p>3)</p>	<p>Meeting adjourned at 3:50 pm.</p>