



MEETING MINUTES
Cañada College Planning & Budget Committee Meeting
December 17, 2014

<p>Members Present:</p> <p>Gregory Anderson, Vice President of Instruction Evelyn Bench, ASCC Student Representative Lizette Bricker, Classified Staff Representative At-Large Lawrence Buckley, President (non-voting) Nicholas Carr, Representative for Athletics, Learning Resources and Library Division Jennifer Castello, Faculty Representative, Humanities Division Loretta Davis, CSEA Representative Sarah Harmon, Part-Time Faculty Representative At-Large Chialin Hsieh, Dean of Planning, Research, and Institutional Effectiveness David Johnson, Administrative Representative Deborah Joy, Classified Senate Representative Paul Naas, Faculty Representative, Business, Design, and Workforce Development Victoria Nunes, College Business Officer Karen Olesen, Faculty Representative, Student Services Division Martin Partlan, Faculty Representative, Science & Technology Division Robin Richards, Vice President of Student Activities Jeffrey Rhoades, SSPC Representative Javier Santos, ASCC Student Representative</p>	<p>Members Absent:</p> <p>John Hashizume, Facilities Representative Douglas Hirzel, PBC Co-Chair and Academic Senate President Lezlee Ware, AFT Representative</p> <p>Others Present:</p> <p>Chris Brandin Roxanne Brewer Amelito Enriquez Max Hartman Linda Hayes Maria Huning Kim Lopez Rosalina Mira Kathy Smith Janet Stringer Mary Chries Concha Thia Yolanda Valenzuela</p>
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The meeting was called to order at 2:12 p.m.

1) Approval of the Planning & Budget Committee (PBC) Meeting Minutes

A motion was made by Gregory Anderson to approve November 19, 2014 PBC Meeting Minutes.
Second: Robin Richards. Abstained: Jeffrey Rhoades. Motion Passed.

2) A. Technology Plan

(Refer to <http://canadacollege.edu/planningbudgetingcouncil/meetings.php> Draft Technology Plan)

Ms. Huning presented the Draft Cañada College Technology Plan. In 2013/2014 the Plan had 7 goals; this number has been reduced to 3. If members of the Committee are interested in knowing about past expenditures and the breakdown, Ms. Huning can provide that information.

Each year a survey is provided to the employees at Cañada College asking questions regarding their technology needs and what they would like to be trained on. The information gathered is used by the Technology Committee to determine an effective Technology Plan.

Ms. Huning talked about the Summary of the Technology Effectiveness and Needs Survey Results – Spring 2014. Over 90% of the Faculty and Staff use technology for communicating with students and colleagues, and nearly 80% use it for teaching and learning. When asked if employees wanted more input, it was reported that the Technology Committee is doing a good job.

Ms. Huning reviewed general suggestions from the Spring 2014 Technology Survey. Refer to page 8 of the Draft Technology Plan. She encouraged Cañada College employees to fill out the Technology Survey that will be available in the spring of 2015.

The Technology Committee has 3 goals:

- Optimize the use of new and existing technologies throughout the College by providing technology related professional development resources to faculty and staff.
- To establish the technology infrastructure to continually improve the operations and services of the college.
- Ensure that compliant and current adaptive and assistive technology is available to all students possessing any form of learning and or physical difference.

Ms. Huning reviewed the Allocation Budgets for Equipment, Technology and supplies (2014-2015).

The criteria used for replacement of computers and printers are:

- Age of computers
- Frequency of repairs/work orders
- Is instructional technology current?
- Instructional needs
- Other

A motion was made by Vice President Anderson to approve the Draft Technology Plan. Second: Ms. Harmon-Motion Passed.

B. Proposed Reserve Policy

(Refer to <http://canadacollege.edu/planningbudgetingcouncil/meetings.php> BP 8.12 Reserve Requirements)

Executive Vice Chancellor, Kathy Blackwood, discussed with the Committee the District's Proposed Reserve Policy. She said that several years ago the School Board asked her to propose a reserve policy. She started by reaching out to the Government Finance Officers Association (GFOA). The GFOA represents public finance officials throughout the United States and Canada. The members are federal,

state/provincial, and local finance officials involved in planning, financing, and implementing governmental operations in each of their jurisdictions. They are a good source for best practices.

Vice Chancellor Blackwood said that areas that could affect the budget are:

- a change in the law that would reduce state funding
- a sudden decrease due to an emergency disaster (such as 9-11)
- a sudden drop in interest rates or a significant uptick in the economy. For example, if we were to get less money due to FTE; currently we receive \$400 per FTE.

Some of the risks for unanticipated expenses are:

- A change in the law (PRS/STRS)
- Affordable Care Act
- Emergency services, for example, an earthquake.

GFOA set a range for each of these areas and there are several models as examples. Vice Chancellor Blackwood said she followed the Town of Atherton's model. She is recommending the following areas:

- 5%-10% - Budget Stabilization Reserve for economic uncertainty as well as known or anticipated future obligations.
- 5%-10% - Emergency Disaster Reserve for unforeseen events or catastrophic accidents.
- 5%-10% -Working Capital to provide sufficient cash flow.

Vice Chancellor Blackwood will be writing up a procedure at the request of the Academic Senate, on how we are going to get to these proposed ranges. She also said that student fees equal less than 10% of our overall budget. The District is doing this now because we have the resources. A two-thirds majority of the Board is required to authorize use of the reserves.

Mr. Hirzel was unable to attend the Committee meeting today but Ms. Joy presented his question to Vice Chancellor Blackwood, *'Given the \$1.3 million from the new allocation model, the increase in STRS contributions, the inclusion of "Innovation/Need Funds", what is your current projections for the college's 2015-16 budget - how does it compare to this year's? Are we ahead, breaking even, or in a deficit?' Would this change if we increased reserves this year?'*

Vice Chancellor Blackwood said that with the increase in PRS and STRS, the District does not know what the budget will look like for next year. She felt that we are going to find it a bit tight. This year reserves were increased 5-7%. As the District tries to implement the new Proposed Reserve Policy, it will be hard to get there right away.

President Buckley posed the scenario: Based on the challenges the District faced in 2008/2009; the State deferred payments to the colleges. If the District fell back into the position of the State being supported and there were deferred payments, how would these reserves be used and would the Proposed Reserve Policy suggestions be adequate?

Vice Chancellor Blackwood said it is a cash flow issue. In the 2015/2016 budget, all of the deferrals will be caught up.

President Buckley said that the State held back funding, but the colleges still needed to borrow money to meet payroll, costing colleges even more money by paying interest. He felt that by having operating funds for 2-3 months would help protect the colleges and assist with cash flow.

President Buckley thanked Vice Chancellor Blackwood for her presentation to the Committee.

C. New Hiring Priority Announcement

President Buckley reported that Cañada College does a great job with the New Hiring Priority process in terms of reviewing information with the various constituents across campus.

The hiring process is affected by the budget and elements of the budget; including the remaining funds from Measure G. We do not know what the 2015/2016 budget will be yet.

President Buckley explained the 50% Law. He said that community colleges expenses must spend 50% instructional faculty. As a District, the colleges must have a higher percentage than 50% to support the District Office and other staff members such as Librarians. The 50% rule at Cañada College is really like a 60% rule; we have to build around that expectation, Instructional Salaries and Benefits.

Prior to selecting the new positions, President Buckley had to determine where Cañada College was in terms of the 50% Law. On June 30, 2014, we were at 57.93%. As of December 12, 2014, we were at 59.31% (not including December's payroll).

President Buckley gave an example of what this means financially. There will be support from Triple SP money and \$100,000 will be migrated from Chancellor Galatolo's office to support SparkPoint. This will help with the funding, but doesn't affect the 50% Law. We may be behind for fall but we will have another round of hiring priorities in the spring and we should be able to find balance then. Based on the 50% Law criteria, we want to be over 60%.

President Buckley thanked everyone for helping with the New Hiring Process. He feels good about our financial base and the support from the District.

This afternoon, President Buckley will announce in the Olive Hill Press:

New faculty positions that may be filled as early as Fall 2015, include Engineering, Learning Disability Specialist/Counselor, Transfer Center/Transfer Honors Counselor, and ESL.

The Engineering position was the number one priority recommendation of the Faculty Senate and reflects the need to address the ever-growing nature of our Engineering program. The LD Specialist position is needed because the college has not had learning disability evaluation services for over five years. This individual will work with students to assess and diagnose learning disabilities, and then provide strategies for their success. The Transfer Center / Honors Transfer Program Counselor position is in support of three programs: Transfer Center, Honors Transfer Program, and Counseling Department. To meet the requirements of SB 1440, Cañada College has 20 ADT programs and the number of applicants has been significantly increasing. This position will provide increased support for the changing nature of our transfer curriculum.

The ESL position is a full-time position, one meant to fill that which was vacated when Anniqua Rana became Dean of Athletics, Library, and Learning Support earlier this semester. In addition to these faculty positions, we will also be adding a Classified Director position in our new SparkPoint Center. This position has already been advertised and the search process is currently underway. The director will conduct the day-to-day management that includes hiring, training and evaluation of all Center staff and oversight of the budget and grant reporting needs. We will also increase to full-time status, the Student Life and Leadership Development Assistant, which is currently half-time. The program has grown significantly over the past four years and one full-time staff member for the entire center is not adequate to meet its needs. The increase will allow the office to expand service hours and support the management of the SparkPoint Food Pantry.

The addition of the Transfer Counselor position will allow the Department to address internal assignments I support of our new Puente Program beginning in Fall, 2015. There will also be reassignment time provided to faculty to oversee and support that program.

These hiring priorities ensure support for our instructional programs, student services programs, and emerging "social services" programs in a manner that serves the comprehensive needs of our students and more fully supports their success.

D. Division/Committee Reports

The SparkPoint Open House will be held on February 5, 2015 from 11:30 a.m. – 2:00 p.m. The event will host an array of food and music. It was announced that the Food Pantry is up and running.

ACCEL collaboration will be held on Friday, March 6, 2015. There will be a number of elected officials, including Jerry Hill, and one of the Fortune 500 Executives. The event will be held over lunch, the actual time has yet to be determined.

F. Staffing Update

Ms. Nunes reported on the following staff updates:

Barbara Bucton, Executive Assistant to the President

Melinda Ramzel, ECE Instructor

Courtney Hadsell, Program Services Coordinator

David Ulate, Research Analyst, Resignation, effective 1/2/12

Linda Hayes, Retirement, effective 12/30/14

Special recognition was given to Dean Hayes on her pending retirement. Ms. Joy thanked Dean Hayes for everything she has done for the Classified Staff. In Mr. Hirzel's absence, Ms. Joy also expressed special thanks from the Academic Senate. President Buckley said that the Olive Hill Press dated December 16, 2014 was dedicated to Dean Hayes.

G. Adjournment

The meeting was adjourned at 3:19 p.m.