Finance, Budget, & Planning Committee Meeting
Meeting Date: September 19, 2018
Location: Board Room - 12:00 PM

MINUTES

Committee Members: X = Present, A = Absent

	Faculty		***Staff***		***Management***		***Student***
X	Henry Young	**A**	Charlotte Allen	**A**	Amy Azul	**X**	Rashad Johnson
		X	Tim Isbell	**A**	Patricia Ellerson	**X**	Lester Perkins
		X	Jennifer Larriva	**X**	Shawntee Milton		
		X	Renny Thoms	**A**	Robert Sewell		

Non-Voting Present: Tracey Richardson (VVC), and Shirley Gonzalez (VVC).

Call to Order/Introductions: Chairman Young welcomed everyone with emphasis on the two new student representatives, Rashad Johnson and Lester Perkins.

Approve Meeting Minutes of June 6, 2018 and August 22, 2018: The minutes of the June 6, 2018 meeting were reviewed.

ACTION: MSC T. Isbell/S. Milton to approve the meeting minutes of the June 6, 2018 meeting. The motion carried.

The minutes of the August 22, 2018 meeting were reviewed.

ACTION: MSC T. Isbell/S. Milton to approve the meeting minutes of the August 22, 2018 meeting. The motion carried.

UNFINISHED BUSINESS:

1. **AdHoc Committee Report (AP 6200 Review):** Chairman Young stated that he has not received a report but will contact Dean Ellerson for follow-up.

   ACTION: Chairman Young will follow-up with Dean Ellerson regarding a report of the AP 6200 review.

2. **FBPC End-of-the-Year Summary:** The members reviewed the current End-of-the-Year report, dated 9.19.18. Chairman Young recently updated the document and requested changes in the language from the members.

Finance, Budget and Planning Committee (FBPC) 2017-2018 Update

In accordance with the FBPC committee charge, the members of the committee ~~accomplished~~ *pursed* the following items in academic year 2017-2018:

- Reviewed Institutional Effectiveness Partnership Initiative (IEPI) targets. (Suspended by Chancellor's Office, February, 2018, due to a realignment of the process). *VP Richardson stated that the Chancellor has rolled out a new Vision for Success Plan, so we await what* *that will look like. The new Funding Formula is based on student success performance indicators. Ms. Larriva stated there is also a metrics requirement for reporting that has been suggested by the Chancellor's Office. Chairman Young stated that the rubric needs to be updated to include the strategic goals. Mr. Isbell said that the instructional goals are due in December.*

- Revised Instructional Program Review (IPR) and Non-Instructional Program Review (NIPR) budget augmentation rubric. *It was suggested that this bullet be moved to end of this section. Dean Moran will be invited to the next meeting to discuss the rubric revision.*
- Continuing to pursue modifications on:
  - AP 1201 (Shared Governance Structure) and
  - AP 6200 (Budget Development)

  An AdHoc Committee for review and revision of these Administrative Procedures has been established, but follow-through still needs to occur.
- Annually review and, if necessary, update the Finance, Budget and Planning Committee Charge and Ground Rules. *The Charge and Ground Rules have been updated annually. Chairman Young stated that there have been issues in the past with lack of student representation, but understands that there are logistical issues impeding their attendance. Meeting at noon does not seem to work, so the committee may need to consider changing the time of the meetings. The Ground Rules were reviewed, bullet by bullet with no changes.*

Moving forward for academic year 2018-2019, the committee is working on:

- FBPC suggest continued discussion with faculty senate and college council, to incorporate shared governance voting responsibility for Adjunct Faculty committee member(s). *Academic faculty members were pushing for voting membership on this committee, but there has been no communication on this issue of late.*
- FBPC places a high prioritization on IPRC/NIPRC use of Improve/Impact information system technologies. Including system customization, streamlining budget augmentation evaluations and funding decisions.
  - Data aggregation
  - Tier 2 Ad-hoc reporting
  - Historical Program Funding approvals and denials

  There is more buy-in if systemization is viable. Can the data be more streamlined for input, producing more efficient output? Example: pushing a button and producing an augmentation worksheet. We need to close the loop between requesting augmented funds and communication as to whether or not those funds were granted.
- Reconsideration of (IEPI) financial stability benchmarks including grant funding possibilities for training and monitoring of college financial stability, and reporting commitments. *This item is similar to the first bullet. Discussion ensued as to Board Policy mandating a 5% reserve vs. Dr. Wagner's suggestion of 8% vs. the Chancellor's Office's suggestion of 3%.*
- Cost-saving Budget Ideas – agendized and discussed at monthly meetings. *Double-sided copying and bottled water were cited as examples of discussions held on this topic.*

- Encouragement of the formation of a District Strategic Enrollment Plan Committee. *V.P. Richardson stated that the idea was that there will be a working group, not necessarily a committee formation. Dr. Maphumulo is working on it and it may be addressed in the ACCJC report. Ms. Richardson also noted that there is no current Educational Master Plan, so it is difficult to provide a strategic enrollment plan.*
- Develop integrated budget augmentation information flow, between ~~tier 1 through 5~~ all tier evaluations of IPRC and NIPRC resource planning decisions aligned with department deans, service area administrators and president's cabinet prioritizations. Delineating budget augmentation prioritizations transparently related to information and instructional technology resource augmentation decisions. *Discussion followed as to changes needing to be made with regard to the process, updating of the augmentation rubric, PRAISE process, changes in the Tiers; systems issued in that different departments' process their reports differently. Chairman Young and Mr. Isbell will work together to look at changes.*

<u>Our Goals:</u>

- FBPC will continuously pursue open and collaborative dialogue with all Victor Valley College constituency groups, with the goal of ongoing measured, responsible, and sound decision making regarding budgeting and financial solvency (assets-over-liabilities) shared governance decisions.
- Continued robust communication and involvement in developing balanced budgeting strategies, in relation to unrestricted revenues and expenditure activities. *The FBPC looks at unrestricted monies; the committee reviews and approves the budget as well as the assumptions.*
- Communicate budgeting recommendations to the President and College Council about student enrollment strategies and FTES developments to meet Victor Valley College district goals and ending balance reserves requirements.

Chairman Young suggested the members review the document and return any suggestions to himself and Ms. Snell-Gonzalez by October 8th.

<u>ACTION</u>: Members to review the updated Finance, Budget and Planning Committee (FBPC) End of the Year Report and return it to Ms. Snell-Gonzalez and Chairman Young via TracDat by Monday, October 8th.

3. **<u>Review of TracDat Committee Proposal:</u>** Dr. Wendt was unavailable for the meeting today. This item will remain on the agenda.

4. **<u>Strategic Enrollment Plan Committee (Table):</u>** No information was available at this time, but will remain on the agenda for further discussion.

5. **<u>FBPC Self-Assessment Questionnaire (Table):</u>** Chairman Young stated that in a previous conversation with Dr. Maphumulo it was revealed that he felt that all committees should conduct a self-review. Chairman Young suggested that the committee Charge be reviewed for that purpose. The Charge was then briefly reviewed by members. Director Milton asked to whom this information will be reported; College Council. Ms. Larriva specified that accomplishing the tasks listed in the Charge is dependent on requested information that is not available for one reason or another, therefore it is difficult to move forward with completing those items listed. The "challenging issues" should not be avoided, and should be addressed, showing the need for improvement. Director Milton pointed out that this is a time of opportunity and the

feedback can be used for improvement. Mr. Perkins asked if there was a timeframe for completion. Initially the discussion began last May to create such a report with hopes of presenting it to the College Council by June. Mr. Perkins identified that persons may need to be held accountable in order for us to receive the needed information. Director Milton emphasized the need to finalize the Self-Assessment Summary prior to the next cycle of PRAISE reports. Chairman Young had hoped to develop a calendar of needs for this purpose, which can still be developed in the future.

6. **Augmentation AdHoc Committee Report:** There was nothing new to report. Mr. Isbell understands that the report has been forwarded to the President's Office. He expressed concern as to the way the committee performed the reviews this year. He and Chairman Young voiced the need to include the entire committee to meet and discuss the requests, and not separate reviews.

7. **Augmentation Rubric Change:** discussed above (item #2). Chairman Young suggested that a post mortem be conducted on the use of the form and that it needs to be done soon, or the same form will be used during the next phase of reporting.

NEW BUSINESS:

8. **Election of a Chair:** Chairman Young's two year term has ended, which calls for a new chairman. MSC R. Thomas/T Isbell for discussion. Chairman Young then opened the floor for nominations. Tim Isbell was named. Chairman Young spoke to the aptitude of Mr. Isbell and Ms. Larriva. MSC: R. Thoms/T. Isbell to elect Mr. Isbell as the Chairman. Professor Young stated that he plans to continue on the committee.

   ACTION: MSC R. Thomas/T. Isbell to nominate Mr. Isbell as Chairman of the Finance, Budget and Planning Committee for a two-year term. The motion carried.

9. **Annual Review of Ground Rules:** discussed above (item #2).

STANDARD TOPICS:

10. **Budget Update:** Director Milton stated that some changes have been made to the Final Budget Presentation discussed at the last meeting. She will email the final report to the members. (See attached 2018-2019 Final Budget). The Adopted Budget was approved by the Board of Trustees at their last meeting, September 11th. She is continuing to work on the 311 report, then the adopted budget will be prepared for the County, which will result in the ability to process budget transfers.

11. **Cost-Saving Budget Ideas:** Due to time constraints, this topic was not discussed.

12. **College Council Info:** There was no discussion on this topic.

13. **Other:** No other business was discussed.

14. **Next Scheduled Meeting:** The next meeting is scheduled for October 17, 2018. Please respond to the invitation as to whether or not you will be attending.

15. **Adjournment:** MSC R. Thoms/J. Larriva to adjourn the meeting at 1:32 PM.