

**Budget Resource Committee
Meeting Minutes
April 15, 2020 from 2:30-4PM (21 attended)
Zoom Meeting**

Emailed/Posted Handouts: 4/15/20 Agenda; 2/19/20 Minutes-Draft; VCCCD: Budget Criteria & Assumptions FY21, FY20/21 Budget Development Revenue Projection, DCAS-Preliminary Revenues & Costs Fund 111 & 12X; How to Read a Budget Report, Banner Budget Reports, and Student Equity & Achievement (SEA) 19-20 Budget @ 3/31/20; Facilities Master Plan 2018 Rev., Process, Draft Reviews, FMP Goals

Members		
	Constituency-Dept./Div.	ATTD
Faculty (9) Voting		
Andrea Horigan	Academic Senate President Designee-Tri-Chair	x
Mark Pauley	Visual Arts/Beh.& Soc. Sci.	x
Kelly Peinado	English, Math & Lrng. Res.	x
Sandra Melton	Career Education	x
Stephanie Branca	Career Education	x
Steve Palladino	Sciences (also FOG Rep.)	x
Emily Bartel	Student Services	x
Ned Mircetic	Health/Kin/Per Art	
Maria Reyes-Sanchez	At Large	x
Student/Classified/Administration (9) Voting		
Carlo Plasencia	Student Rep/ASVC Treasurer	
Katheryn Solorio	Admin Asst.-Career Education	x
Erin Askar	Admin Asst.-Sciences	x
April Montes	Program Coordinator, MESA	x
Carol Smith	ILT II-Sciences	x
Susan Royer	College Services Supervisor-Bus. & Admin. Svcs.	x
Jeanine Day	Fiscal Services Supervisor – Bus. & Admin. Svcs. Tri-Chair	x
Felicia Duenas	Dean, Career Education	x
Grant Jones	Information Technology Director	x
Guests		
Cathy Bojorquez	VP Business & Admin. Services, Tri-Chair	x
Orlando De Leon	Director, FM&O	x
Sebastian Szczebiot	Classified Senate President	
Phillip Briggs	Dean, Institutional Effectiveness	x
Tim Harrison	Dean, Ath, Kin, Health, Perf. Arts	
Maureen Jacobs	Recorder	x
Jesus Vega	Asst. Dean, Student Affairs, VC East Campus	
Lynn Wright	Dean, English, Math, Communications & Learning Resources	x

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Minutes		
Agenda Item	Discussion Notes	Action
1. Welcome / Introductions	Cathy began the meeting at 2:30PM. Lynn Wright is attending as a guest.	
2. Public Comments	None	
3. Action Items: A. Approval of Agenda B. Approval of Minutes	A. Andrea moved and Stephanie seconded to approve the agenda. There was no discussion B. Mark moved and Jeanine seconded to approve the February 19, 2020 minutes. The group reviewed the minutes. There was no discussion. We are using the Yes and No via Zoom C. Cathy clarified that she inserted page numbers, bottom, middle if you need to identify where in the handouts. Both the Agenda and Minutes were approved by AY vote via Zoom. (No nays)	
4. Budget Report – Cathy Bojorquez or designee (45 min.) A. DCAS Report Out 1.) Finalized FY21 Budget Assumptions, Allocation Model 2.) Update on State Apportionment 3.) FY21 Revenue Projection 4.) FY21 Increase Revenue/Cost Schedule 5.) FY21 Utilities and Districtwide Services B. Health Benefit Committee report out C. Review Facilities Master Plan Revision 1.) Initial Project Proposal (IPP) New Science Lab Bldg. D. Fund 111 and 12X budgets will be posted on the BRC website. E. SEA Budget Update	A. DCAS Meeting Report March 19, 2020: A lot has changed since March; we have been basing the tentative budget from the January Governor’s proposal. We anticipate changes to the May revise that are more significant than we did originally even with the Hold Harmless. We may not get as much funding. 1) Budget Criteria: This went to the Board in March. It is no longer a draft. It was approved. This talk about the funding sources and we will see at May revise. There was some increase in COLA of about 2.29%. So we will see what will happen at the May revise. 2) This item Summaries of 2018-19 & 2019-20 State Apportionment is at P1. We submit our attendance multiple times during the year. Our apportionment from the state to the district is bas on our FTS. The 2018-19 final is a recalculation, three times. This provided additional funds of \$3.8 million. However, for FY19-20, we came in with a deficit of \$1.5 million. The State found it didn’t have enough to fund everyone so they applied a deficit factor but not to the hold harmless amount at 2017-18 and it only applied to the hold harmless. There were complaints so they applied the deficit to everyone. We budgeted \$163 million (our “hold harmless” amount) for the district based on P1. Due to the deficit, we ended up with \$161m. Therefore, they will be bringing that forward in May to the Board ending with a \$2.3m increase to the District. The \$2.3 million increase they are bringing forward in May nets \$771,000 posting to us after May Board meeting. However, taxes were not coming in before Covid-19 so we don’t know what will	

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	<p>happen. We do not know the revenue projection.</p> <p>3) Revenue Projection: We need to be cautious because this was as of March 19th and it may not hold true for us in the near future. What the state is saying is that they will take our FY17-18 amount and apply the COLAs. For fiscal years 20 and 21, we are projecting that the amount will be \$166.9M and then we add in some additional items. This \$175.9 million is the amount we would put through the allocation model as our starting figure of the revenue. Then we take the usual things of the top. The remaining amounts is allocated to the sites. The other things is that you can see we have a big jump from this year's \$3.9 million in the lottery proceeds and they were projecting \$5.6 million. I guess the lottery had been doing well. They may be revising their estimates of the lottery revenue for next year.</p> <p>4) FY21 Increase Revenue/Cost Schedule: This is the form that shows the new sources of revenue and the new increases in costs that of which we are aware. The two numbers at the top are from the previous page and this does not include the extra dollars that I mentioned in the Revenue Projection. In March, we were projecting additional revenue to the district of \$5.4 million. Then we go through the adjustments for the costs that we know are natural increases.</p> <ul style="list-style-type: none"> • There was projected to be a 15% increase on premiums but that actually came in less. • There are increases for all groups, steps and longevity and how PERS increases every year. The new costs that we are aware of if \$5.1 million. So there is a \$260,000 difference, which is basically what this page is saying. The new revenues are going to be able to cover our natural increases that we have in salary and benefits. The renewal rate for AFT is actually 10.9% and this may drop a bit. <p>5) Utilities Budget: The budget for this year was \$4 million. The projection of how we are going to end the year is \$3.9 million. Our electricity consumption should go down but they are holding the same amount for FY21.</p> <p>Other discussions:</p> <ul style="list-style-type: none"> • This year we didn't have a Board election. Next fiscal year we will have two positions in the election. • We won't have to mail health benefit notifications or pay a company to do this. • Legal services may go up as much as \$100,000. • The Police services budget is being discussed. They are hoping that enough revenues will be generated to cover costs. 	
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<p>B. Health Benefit Committee report out – Cathy Bojorquez Final Anthem renewal rates – 10.9% for AFT and 17.3% for ASCC (tentative agreement w/SEIU; to move to CalPERS)</p>	<p>When we talked in February, we had just received our initial renewal rates were just over 19% and for the SEC group, it was 26.7%. Since then we have received our final rates that will be <u>10.9%</u> for AFT.</p> <p>We have a tentative agreement with SEIU to move to CalPERS effective 9/1/20. We will continue what we’ve done this year, which is that the District picks up all the increase except for \$100 per month (Management and Confidential usually follows what SEIU does as far as the benefits.</p>	
<p>C. Facilities Master Plan Revisions – Susan Royer</p>	<p><u>June 2018 Facilities Master Plan:</u> The reason for this discussion now is that there was a space utilization study that was completed last year that brought to light something that many of us already know; that the campus could use some additional lab space.</p> <p>To apply for State funding, we need to do an initial project proposal (IPP). This is in process. One of the requirements of putting in this proposal is that our Facilities Master Plan is posted on our website. We are going to post this interim version of the FMP. It is a placeholder because we are going to be using IEPI funds that were awarded. We are going to use some of these funds to work with a consultant to do a comprehensive Facilities Master Plan.</p> <p>Here is a history of where we are at with this FMP:</p> <ol style="list-style-type: none"> 1. There was an update done in 2015 but it was never finalized. We have a draft but it is not posted to our website. 2. A Sustainability report was done July 2016. 3. Late in the 2017, FOG created a subcommittee task force and we began our call for input via a breakout session at a college planning retreat. We created the “big ideas” list. 4. After a number of meetings including ASVC and a neighborhood college area Community Council, we pulled these ideas together and created a draft version. 5. The process stalled and it is being resurrected this year. 6. We went through most of the participatory governance’s process two years ago and we are doing it again. As you can see from the orange dates, we have been to just about every group that we need to and are scheduled to complete this process at CPC at the end of this month. 7. Very quickly, I will go through what is in this Facilities Master Plan: <ol style="list-style-type: none"> A. All of the goals align with our Educational Master Plan B. The first goal is to maintain our spaces and our infrastructure. Our focus of this entire plan is that students come first. 	

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	<p>1) We want to improve access of our student services. We wanted to create spaces that encourage student engagement, improve our traffic flow and our wayfinding.</p> <p>C. Improve and replacing aging facilities</p> <p>1) In our goal to improve or replace aging facilities, our HVAC system is on this list and the shout out goes to our Sciences building.</p> <p>D. Strategic enrollment management</p> <p>1) We have found that we need lab space desperately.</p> <p>E. Increase access to off campus programs</p> <p>1) This about developing curriculum as well as facilities for our East Campus. 2) More broadly, looking at the Santa Clara River Valley 3) Review our Sheriff's Academy in Camarillo</p> <p>F. Update our facilities so that we remain a cultural, educational and innovative hub for our community</p> <p>G. We always need to be considering total cost of ownership when we look at our goals.</p> <p>H. Please see FMP addition of page 28, Section 9 - "Opportunities" for an update to our Landscaping plan that includes the "Global Gardens".</p> <p><u>Cathy added:</u></p> <p>The purpose of this FMP revision is that we have an opportunity to put in for state funding for a lab building and we didn't want to lose that opportunity. We want to get this to the Board to approve this revision so that can be posted on our website before the project proposal that is due July 1, 2020.</p> <p>We are in the process for <u>new Facilities Master Plan 2021-2027</u> this coming fiscal year. We put in for an IEPI grant and we were approved. We will be going out for bids, proposals, to have a company proceed with a formal process that will includes stakeholder meetings. The last time this was done was 2005. We all know that we need a good FMP for our campus. This doesn't stop any projects that we are currently working on. It is important to identify all the other things that we really do need on this campus. It is to prepare us for the next 10 years.</p>	
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<p>D. Fund 111 and 12X budgets will be posted on the BRC website.</p>	<p>A. In addition to these budgets posted on the BRC website, we did a Captain’s Chat on April 1st. Part of that was my presentation on how to read a budget report. This is included in the handouts that were sent to the committee. Please note the colorful arrows and to what they draw attention.</p> <p>B. I’m going to try and record a voiceover so that I can talk about the reports.</p> <p>C. Cathy explained some of the particulars of the reports.</p>	
<p>E. SEA Budget Update – Cathy Bojorquez</p>	<p>D. This report is an update and is similar to a report that was given out to this committee in October.</p> <p>E. It was updated to reflect the changes we made as we were going through the process of the equity plan that was written and submitted to the State.</p> <p>F. Some of the program costs were covered by different categorical programs to save money so that we can cover position costs of \$2.5million and this hasn’t changed since October.</p> <p>G. What has changed is the total other operating costs based on the shifting of some of our expenses. We received additional AB19 funding that we spoke about in January. There were some other costs that we shifted out to allow us to have more funds safe if we needed to. Next year we can fully cover all of the positional salaries and that is our top priority to make sure that all of those positions are funded next year. We have \$1.6 million in reserves for next year, FY21.</p>	
<p>4. Technology Advisory Group Report – Grant Jones</p>	<p>Grant has received his group’s survey results and will present this at his next meeting. He has been working on the end of the year purchases. Over the summer, I.T. will be installing same.</p>	
<p>5. Facilities Oversight Advisory Group Report – Steve Palladino</p>	<p>Steve reported that most of the group’s conversation concerned the review of the current Facilities Master Plan. He also spoke about meeting with Orlando regarding the Global Gardens. The Globe looks “Awesome”. He will plan to officially introduce it to the community Both Steve and Orlando will plan the gardens.</p> <p>Cathy added that Orlando his staff are actively looking at things that they can accelerate. Where they would normally wait for summer to do that, they are looking at some projects that we can get started. Orlando is also working on some proposals that we have that are already approved by DSA, such as a chiller replacement for LLC and our Science HVAC project. He is working on trying to find a way to do parts of the project that eventually may help toward progress. The heat and the air are both problems so we will at least start working on the boiler replacement. The district will send this part out to bid.</p>	

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6. Program Review Initiatives – Phil Briggs or designee	<p>All the resource requests have been fully ranked. They are on the Program Review webpage. They are working on a “cycle of program review resource request process”. Basically the idea would be that if there are big things that are needed by a program or department, it needs to come up and they are not requests that were put on program review because it may be something that you didn’t know about when you were filling out the program review. It will be kind of a supplementary process to go along with the normal program review process so that you would be able to submit those requests. This way they are on the college’s radar and it allows the President and the Executive Team to discuss those requests and those needs with different committees. It will increase transparency.</p>	
Other comments:	<p>V.P. Jennifer Kalfsbeek reported on Summer enrollment she said everyone knows exactly where they stand with the Summer session (s) and we have no concerns, expecting smooth sailing. She added that it is no fun doing it this way because everyone is on mute and she cannot hear the sighs and laughter. She continued saying we have moved completely online or remote for the summer. We are talking about the Fall and nobody know the answers to that one. Jennifer added that some classes have schedule Zoom sessions and went on to discuss the variables and possible outcomes.</p>	
9. Items to report to CPC	<ul style="list-style-type: none"> • Cathy said she would be updating CPC on the State apportionment that she previously shared with BRC. • Sue will present the Facility Master Plan revision as part of our final reporting out on that. • Andrea suggested perhaps to men 	
10. Future meeting agenda suggestions	<p>A. BRC Survey results B. Possible May Revise results. C. Tentative Budget Information</p>	
Public Comments	<p>There were no public comments.</p>	
13. Adjournment / Next Meeting	<p>The meeting adjourned at 3:50pm. Next Meeting: May 20,2019</p>	