



STATE CENTER
COMMUNITY COLLEGE DISTRICT

Fresno City College | Reedley College | Clovis Community College
Madera Community College Center | Oakhurst Community College Center

Wednesday, February 1, 2017
College Council

1. Roll
2. Review Agenda
3. Minutes
4. Presentation, Information, Discussion Topics & Potential Single Action Items

Quorum confirmed.

In Attendance: Amanda Taintor, Emily Berg, Donna Berry, David Borofka, Scott Chapman, Stephanie Curry, Mario Gonzales, Jennifer Gray, Darnell Harris, Marie Harris, Desiree Molyneux, Ray Sanchez

Emily moved to approve the January 18th minutes.
Motion was seconded by Marie Harris; pending update of roll.

When we were building the 16-17 budget along with our FTES projections. Ed [Eng] built the budgets; he put in a 3% growth enrollment.

Last year's base was \$768 thousand; growth equated to \$4.1 million.

We were working on different projections. We will experience a shortfall to the budget and to the FTES which should have been the target.

We will exceed growth, however will not meet the 3% target.

29,052 is our projection. 28,764 was last year's funded base; we will not meet the target.

The college and district are looking at potential carryover.

We identified carryover dollars that we can use this year.

The district believes that they may have a lot of positions that have not been filled; Ed will find out how many dollars they can find.

We, here at Reedley, did not fill our Music and RN positions.

We made the switch of persons who had been funded through XXO; now funding them through Strong Workforce.

4.1 Status of 2016-17 FTES and Current Year Budget - Dr. Caldwell

We have identified \$300 thousand in savings. However, we do not know if this will be in play for the \$2.7 million dollars.

Our growth was actually closer to 1%. Districtwide this pulls 2.6 thousand into the 16-17 year.

Dr. Caldwell provided enrollment projections for the high school; this shows the trending of our demographics - everything generally is dipping. Sanger is up, Madera is up; it does not appear that we will see an uprise until about 2020.

Clovis will be working on dual enrollment to bring our targets up, as will Fresno City.

Based on the targets that we have, next year we are projecting to be flat.

We were over funded 2.7%. Our base FTES will be flat, because our dollars were given to us in advance. We will not see the extra dollars next year.

What Dr. Caldwell wants to do is write a memo so that everyone can see and understand what we are facing.

It will not fall on the shoulders of the college; district will work to find savings as well.

The question arose as to what the college amount would be. As the district is trying to come up with a dollar amount first, we will not know what the balance will be until then.

4.2 17-18 Tentative Enrollment Projections and 2017-2018 Budget

At this time, we typically look at our projections with any savings that we can reallocate. We have a developed process for strategic one-time expenditures.

The discussions for strategic one-time expenditures typically take place in PAC and College Council.

The form and process is similar to the budget worksheets.

4.3 Strategic One-Time Expenditures - Donna

As we are working on the allocation, we are funding 0's and 1's. We may, along the way, find items that may qualify for strategic expenditures in the 2's.

Capital projects - anything that is moved from general fund to another fund, we need to gain board approval for.

In previous years, we were able to move our carryover monies in to our capital projects fund. Last year we gained some push back.

We are still meeting to identify carryover and reserves and how to handle projects.

At the state level, in regards to the student services type items, we were advised that they are going to roll together the SSSP/SEP and BSI plans.

Three independent plans will be assessed to see what the commonalities are. We will not receive the template until February 15th.

The bottom line dollar will not change. The allocation will stay the same; how we choose to spend the money may change in the different pockets of money. It is unknown how we will need to report on these items.

4.4 SSSP/SEP & BSI Plans for Consolidation

We are ahead of the other two colleges at this moment; we have already been meeting on this topic.

The plans are due in December, however, we need to go through two reads and be approved by the Board of Trustees.

There is discussion on potential extension to January.

Stephanie asked if they may make the funding more performance based; the answer is unknown at this time.

The Strong Workforce money is this way as well.

4.5 Audit Finding - Donna Berry

There was a Reedley audit finding. When they were auditing the 50% law; they looked at faculty non-instructional dollars versus instructional dollars.

We had individuals that were on release time. Cheryl handles load; we handle the release time and the budget number. There was a discrepancy between the two. We have since written a recommendation advising what we would do to remedy this in the future.

We have now trained the admins for dissemination.

At the district office, they took the percentage over our total faculty, not changing our percentage. The extrapolation occurred; now, we are working to ensure MAGICs are being completed. If someone has 100% load, we need to make sure that their payroll has the same.

This does not impact the FON.

50% law is only applicable to the general fund. 50% dollars need to be applied to direct instruction.

Counselors count as FON; they do not count in the 50% law.

At Reedley do tutors count at for the 50% law? The direct tutors do, but the student tutors do not.

We are trying to develop a list of projects; we capture them from budget worksheets, Facilities Modification Requests, scheduled maintenance items. Some items qualify for state scheduled maintenance monies.

Districtwide we are breaking down schedule maintenance lists, projects under \$500k, projects over \$500k and technology items.

We do not come up with our strategic initiative dollars until we are at this point in the budget process.

In the Humanities building, we have done a lot of work there. If we can look at the projects and handle the entire building (when cost savings can apply), we will try and plan for this.

4.6 Reedley College 5-Year Facilities Project List - Donna Berry

Donna encourages all to report items that need to be added to these lists.

SchoolDude also helps identify projects; chronic issues are found through this method.

We need to do the same with equipment. When we have a piece of equipment that fails, costing thousands of dollars to replace, we need to add these projects to the list.

Donna is also working with our Building Services manager; he is going to each room, assessing all spaces; blinds, furniture, lights, recording their condition.

Technology is separate from this. We understand that we need to move forward with our technology and upgrade where needed.

4.7 Online Requisitions - Donna Berry

ESM is the company that we are working with. Since last calendar year. We currently have a workgroup building our approval hierarchy. The process has been streamlined. Melanie and Aaron are building the workflows.

They have contractors working to gain contracts with our vendors to add them to our webpage.

Reedley College will pilot and go live July 1; this should reduce cycle time and improve tracking removing the need for shadow systems. As soon as you put something into the system, you can encumber the funds.

Items may still wait in peoples' approval queue's however, the person will be identified.

We will, for Reedley handle receiving. We want a centralized receiving to help handle the three-way match, allowing accounts payable to pay the vendor in a timelier fashion.

Since the Governor put \$150 million in the budget for Guided Pathways we all are working to figure this out.

Bakersfield College shared their tactics during a presentation; they rave about the program.

We have a presentation available through BoardDocs; they want to address students taking too long, taking on unnecessary projects. We want to provide a clearer vision.

Guided pathways takes four pillars.

4.8 Guided Pathways - Stephanie Curry

We will provide pathways creating clearer paths to their goals. Majors would not need to be declared, their general ed would be opened up, allowing opportunity to change.

The students will still be able to take classes outside of their major, however, the path to graduation will be better defined.

Districtwide, Reedley is ahead of the game. Our dual enrollment programs have helped move us forward.

There is training coming up to help share how to fully implement these pathways at the college level.

Stephanie is working on the application.

Renee is working on the marketing materials for the birthday celebration. The event will take place on March 7th from 3-4:30 p.m. in the cafeteria. if you are interested in the workgroup, feel free to reach out to Renee Delpont.

4.9 March 7th Board of Trustees Meeting and Reedley College 90th Birthday Celebration - Renee Delpont

We are looking at this as an opportunity to feature the history of Reedley College. We also want to highlight what is happening in our future; the bond, our programs, students and activities, all will be discussed and shared. We would like everyone to attend.

We are also hoping to achieve approval to serve wine at this event.

We do also have students in the workgroup who are sharing great ideas for the event.

5. 1st Read Items for Constituency Review

5.1 Distance Education Committee Operating Agreement

Amanda advised that the only major modification from previous COA is the composition; it changed drastically.

Stephanie shared that this COA is much clearer than the previous COA. Senate has already approved. Classified senate will present this item at their meeting on the 7th.

Stephanie advised that this is coming out as a recommendation from Academic Senate; it is currently being revised.

We have unique points to discuss. It was important to have a forum to look at the data, policies and procedures to have ongoing discussions. In response to concerns from the English department, we formed a subcommittee to put together a Dual Enrollment COA. Rebecca Snyder, along with Sergio Lemus and a few other staff, put together this original document. There may be changes to come.

5.2 Dual Enrollment Committee Operating Agreement

The second read will take place on February 14th; there is nothing specific to change at this time.

Dean of Student Services and DE coordinator would be the team chairs. We will hope to get representation from the other areas. Stephanie will move this to Classified Senate for their next meeting.

Suggestion captured from David Borofka was to incorporate a curriculum addendum so that everyone knows that this is available.

Dual Enrollment is a recommending committee, meeting at least once a month.

6. 2nd Read Items - Action

David Borofka moved to adjourn; seconded by Stephanie Curry. Meeting adjourned at 4:07 p.m.