Finance/Budget & Planning Committee Meeting
Meeting Date: September 17, 2014
Location: Staff Lounge - 12:45 p.m.

MINUTES

Committee Members: X = Present, A = Absent

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<th>Nichole DuBal</th>
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<th>Pearl Bandringa</th>
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<th>Steve Garcia</th>
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<th>Charity Lindsey</th>
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<td>A</td>
<td>Odell Moon</td>
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<td>Frederick Board</td>
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<td>X</td>
<td>Joe Pendleton (L 1:27)</td>
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<td>Justin Gatewood</td>
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<td>A</td>
<td>Patricia Wagner</td>
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<td>Tim Isbell</td>
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<td>Robert Sewell</td>
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1. The meeting was called to order at 12:52 p.m. by Tim Isbell, Chair.

   It was agreed that the agenda would be adjusted and item 7. Cost-Productivity Task Force Report: be addressed initially. The Task Force was formed in February, 2014 to identify indicators for evaluating VVC cost productivity. There was inquiry as to why Mark Clair and Jennifer Larriva, member of the task force, did not sign off on the recommendations of the task force. Mr. Clair and Ms. Larriva were invited to the meeting to address the question. They expressed concern over unanswered questions regarding the report; as to a lack of comprehensive indicators that represented costs and productivity in non-instructional programs; a confusing timeline; absence of dates and times; concern regarding campus-wide resources; to name a few issues. Mr. Clair stated that the CPTF no longer meets, but felt there should have been further discussion about the assignment. Other members present agreed that further meetings may have been warranted. Dean Moran took responsibility in stating that she felt an urgency in following through with the assignment and sent a memo indicating that urgency in submitting the results of the task force to the Finance, Budget and Planning Committee due to the draft Board Policies being vetted at that time. Those Board Policies specified financial target fs for the budget that needed to be included in any institutional measures of fiscal stability. Since the Board has not adopted those policies, the urgency no longer exists. She explained that the task force was created to address a measurement model for one of the District Goals: Fiscal Stability. AP 1202, Implementing Institutional Effectiveness, specifies that the measures for the goals be reviewed and refined by an Institutional Effectiveness Committee. Because that committee was discharged by the previous College President, no entity exists through which to vet development of measures. This sub-committee was the first step in the process of evaluating and reporting improved measures for the district’s fiscal stability goal. Once vetted through the Finance, Budget and Planning Committee with leadership from the Office of Institutional Effectiveness and Research, the list of indicators are then forwarded to the College Council. Dr. Javaheripour suggested that if the F, B, &P members felt that the committee should reconvene, perhaps the charge be re-addressed and re-defined. Professor Pendleton asked that when the charge is readdressed, that there is care taken in the evaluation of instructional programs. As stated previously, much of the data presented to the task force about basic skills course success rates from the State’s Student Success Scorecard was not accurate. Director Hardy, also a member of the task force, stated that the data from the instructional and non-instructional sides require review as it affects FTES and is a part of the budget process. The data reviewed was from Data Mart and the CCCCO Scorecard. Professor Pendleton indicated that inaccurate data is a statewide issue in the areas of ESL and Basic Skills, and that he has worked extensively with the IR Office to untangle and address those issues. Chairman Isbell stated that it is important to measure our own productivity to plan and assist with the budget. He suggested that the original charge be brought back to this body and ensure that it is specific and applicable and then ask the task force to re-visit with a more complete
and planned outcome. Mark Clair suggested and Executive Dean Moran concurred that the charge given to the Costs & Productivity Task Force may be a more appropriately assigned to an Institutional Effectiveness Committee as adopted in AP 1202. Dean Moran contended that this is the most viable option since draft updates to AP 1201, Shared Governance Structure, will be vetted in November through College Council with a proposal that the Institutional Effectiveness Committee be re-instituted. Now that the previously drafted board policies have not been adopted by the BOT, and the impact of those draft board policies were negatively characterized by the fiscal consultant hired to evaluate it, the urgency to develop fiscal indicators supporting those BPs no longer exists.

2. Approval of the Minutes: The minutes of the August 14th Special meeting were presented for review. Motion P. Bandringa, second K. Hardy to open this item. The minutes were approved as presented. The August 27th minutes were presented for review; MSC S. Garcia/P. Luther to open this item. The minutes were approved as presented. The minutes of the September 3rd meeting were opened with a motion from S. Garcia and a second from P. Bandringa. A correction was made under item #4. regarding the amount of the undistributed COLA. The minutes were approved as amended.

3. Finance, Budget and Planning Committee Recommendation: PRAISE Cycle Timeline: Mr. Isbell distributed a draft of the current PRAISE Cycle Timeline, based on last year’s dates. Concern has been raised as to difficulties in the past in adhering to the established timelines which has caused delays in allocation of funding. Specific deadlines are established in order that better planning can occur for budgeting purposes. Several extensions were granted so that Divisional Summary reviews could be completed. This, in turn, caused delays in this committee’s review of funding requests. The Instructional and Non-Instructional departments should be held to specific deadlines in order that the process be in compliance. PRAISE reports, College Council and Cabinet review. Mr. Sewell suggested that the Deans be placed on the agenda, at the appropriate time, with appropriate notice in order for them to address their department obligations. Professor Oliver noted that the Deans have approximately 3 ½ months, excluding the Christmas break, for completion of their reviews. He asked if it is possible that the District “front” funds for the fall semester in order that supplies, equipment, etc. be ordered. Dr. Javaheripour stated that as the budget is rolled July 1st, monies are available based on the same amount received the previous year for expenditures, although the budget has not been officially approved. Salaries and purchasing of equipment can be expended incrementally. Augmentation funds are available as soon as the budget is approved by the Board of Trustees. Mr. Sewell suggested that this item be placed on this agenda for review on a routine basis as a reminder of the timeline in place. A motion was made by K. Hardy with a second by P. Bandringa to formally indorse the 2014-2015 PRAISE Cycle Timeline recommendation. Mr. Isbell will bring the recommendation, in the proper format to the next meeting for final vetting.

4. Election of Chair for F, B & P Committee: The floor was yielded to Dr. Javaheripour. He entertained a motion for nominations for Chair of this committee. Mr. Garcia nominated Tim Isbell. Mr. Sewell seconded the nomination. Additional nominations were called for. Ms. Bandringa stated that the CSEA representatives are reviewing committee membership for all committees and suggested that this item be tabled. Dean Moran stated that it is the Superintendent/President’s responsibility to populate the committee membership. Mr. Garcia said that he felt that the committee should move forward with the vote and not wait for another body to make decisions that might affect this committee’s decision. The vote was called. Mr. Isbell was re-elected as Chair of the committee with a vote of 7 (Affirmative) – 1 (Nay).

5. Review of Charge and Ground Rules: The Committee Charge was presented for review and possible revision. The version on the website is not the most current approved by the Finance, Budget and Planning Committee. This item will be placed on the next committee meeting agenda. The committee’s ground rules were also reviewed. Chairman Isbell reviewed each one, item-by-item. There were no revisions to the Ground Rules.

6. Perkins Funds Presentation: Due to time constraints, this item was not discussed and will be placed on the next agenda.

8. **Formal Recommendation to the Enrollment Management Team:** Mr. Isbell is preparing a formal recommendation and will bring it to the committee for vetting at a later date.

9. **Planning Sub-Committee Report:** Professor Odell was not in attendance of the meeting, therefore no report was presented.

10. **Budget Update:** Dr. Javaheripour quantified that the distributed budget sheets provided at the meeting is a portion of the entire 2014 – 2015 Adopted General Fund budget. The complete budget is available on the website.

11. **Other:** Dr. Javaheripour explained what recent articles in the local newspaper were about as they related to “alleged” misuse of bond funds. The allegations are being made by two recently appointed Citizens’ Bond Oversight Committee members. Dr. Luther informed the committee that RAMP UP is moving along. Mr. Sewell stated that there is a city candidate forum tonight and a VVC candidate forum tomorrow night in the Student Activities Center tomorrow evening. There is a football game at Silverado on Saturday, September 20th. There is a musical production in the PAC – all specifics available via an email that was sent by the Marketing and Public Relations Department. Mr. Isbell reminded everyone of the In-Service Day this Friday. An afternoon session will involve information about shared governance.

12. The next meeting is scheduled for October 1st.

13. The meeting adjourned at 2:16 p.m.