Planning & Resource Allocation Committee

October 8, 2013
2:00-3:30, Austin Center 177
Minutes

Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jonathan Eldridge, Jeff Fleisher, Sara Frye, Peggy Isozaki, Gina Longo, Sara McKinnon (Co-Chair), Michele Martinisi, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres, Ben Wilson, June Yokell

Absent: Jackie Barretta, Greg Nelson, Sheila Whitescarver

Agenda Review
- Agenda approved.

Minutes
- Minutes of September 24 meeting approved.

Announcements
- Introductions all around.

Student Services Program Review

J. Eldridge
- Senate Bill 1456 Student Success Act (SSA) was signed into law by the Governor last year. There have been changes to Title 5. Matriculation Program will now be Student Success and Support Program. We must hit the ground running next fall 2014.
- Updates the 20+ year old regulations.
- We need to align with requirements and language in Senate Bill 1456.
- 60% of funds we receive will have to involve orientation, assessment, abbreviated SEP, Counseling/Advising, Comprehensive SEP, At Risk Follow-up Service, Other follow-up service.
- How do they know we have done these things so we will give us funding?
  - Data we must file with Chancellor’s Office: Student Success Data File
- What do we really need to provide that’s different? Operationalize Student Services:
  - Enrollment Services (facilitating successful enrollment)
  - Student Success Programs (engaging students in learning process)
  - Early Interventions (getting students back on track)
- Phase I: Leadership/Structure changed
- Phase II: Realizing Process Efficiencies
- Implemented a Banner User Group
- Completed or Near Completion
  - Online Petitions
  - Automation of Waitlist
  - Students will be able to change major in portal once per semester
  - Instant Admissions and Welcome letters
Items coming up:
- Online appointment scheduling
- Online transcript ordering
- Banner recruitment module
- MyCOM Student Portal User work group
- Financial Aid application downloads automated
- FLAC Automation—HR
- Bursar policy/procedure & staffing
- Conversion of Community Ed from Banner
- MIS Data Elements—Student Success Data File

Phase III: Implementing Programmatic Improvements—SSSP—Specific
- Concurrent Enrollment Pathway—Compass
- Orientation Expansion—Comevo
- Comprehensive Electronic Education Plans—Degree Works
- Effective Interventions Based on Early Alert System—Advocate

Additional Areas of Focus (Need to improve upon but not required by SSA)
- Veteran Services
- Foster Youth
- FWS/Campus Employment
- Transfer Services
- Transportation
- Developmental Math
- Data Collection
- Integration of SLOs into focus areas

Staffing Update

Budget Overview
P. Isozaki
- Historical Trends over past 10 years.
- 10-11 is first year we showed a deficit, about $500,000 higher than planned.
- Structural deficit in 2011/12 but went forward with critical initiatives.
- In 2012/13 district projected deficit at $2.9M and took steps to reduce it to $2.1M in Adoption Budget.

Guiding Principles 2012-2015:
- Prepare a multi-year budget.
- Prepare a balanced budget.
- Close gap in structural deficit.
- Fund essential accreditation matters.
- Maintain core schedule of classes.
- Invest in student success.
- Maintain reasonable fund balance.
- Maintain investments in unfunded liability reserves.
Investigate new sources of revenue.
Investigate opportunities for leveraging shared services.
- Review of Recent Trends spreadsheet
- *Prop 30* funds end of last fiscal year helped (about $501K); these funds will end in 2016/17.
- *SERP* resulted in 43 employees retiring saving $885K and meant no forced staff reductions.
- No employee concessions.
- Reduction to class schedule but restoring back up this year.
- Review of Updated 4-Year Budget Scenario.
- In future, we hope to have revenues exceed expenditures and hope to increase reserve.

**Classified/Management Staffing**

*C. Torres*
- Update regarding COM recruitments including classified positions, full-time faculty, management positions, part-time temp pools, upcoming/anticipated recruitments.
- There will be faculty recruitments in spring 2014.

**Purchasing Matrix**

*P. Isozaki*
- Matrix provides a clear picture indicating what to do if purchasing anything; provides guidelines and signature authority.
- President and VP of Operations are authorized signers on behalf of district.

**Subcommittee Reports**

**Technology Planning**
- Next meeting is Thursday.
- Major projects are underway and in various states of completion and planning.
- November would be a good time to provide a more thorough update.

**Student Access & Success**
- Refer to J. Eldridge presentation above.

**Educational Planning**
- Meeting on October 23.

**Facilities Planning**
- L. McCarty provided a Modernization update at last meeting. Committee has not met yet.
- District entered into an *Onuma* agreement. RFP went out.

**Instructional Equipment**
- Meets in spring 2014.
Professional Development
  • K. Combs and D. Traversi are co-chairing committee.

Meeting Wrap Up/Assignments
  • Next meeting is October 22.