

DISTRICT CONSULTATION COUNCIL
February 27, 2023

SUMMARY

MEMBERS PRESENT: Jim Bunker, Jennifer Combs, Damon De La Cruz, Carlos Diaz, Jean Foster, Raine Hambly, Geoff Hurst, Fola Odebunmi, Cynthia Olivo, Jennifer Oo, Jeremy Peters, Valentina Purtell, Irma Ramos, Jeanette Rodriguez, JoAnna Schilling, Melissa Serrato, Kai Stearns, and Fred Williams.

VISITORS: Danielle Davy, Leslie Tsubaki, and Kashu Vyas.

Vice Chancellor Fred Williams called the Zoom teleconference meeting to order at 2:02 p.m.

TELECONFERENCE RESOLUTION & SUMMARY

Teleconference Resolution: There was consensus to approve Resolution No. 22/23-05 to authorize remote teleconference DCC meetings for 30 days. It was also shared that this would be the last remote meeting due to the sunseting of AB 361, and that in-person meetings would resume beginning with the March 27 meeting.

Summary: The summary of the January 23, 2023 meeting was approved.

STRATEGIC GOALS & PLANNING

2023-24 Resource Allocation Model Preliminary Budget: Kashu Vyas, District Director of Fiscal Affairs, provided an overview of the RAM which highlighted the following:

- Calculations based on actual amounts expected to be earned based on FTES generated: \$219.7 million.
- FTES is based on 22-23 (P1) numbers; spring increases in enrollment are not currently reflected and will be incorporated as future FTES reports are submitted to the State.
- Increases from settled negotiations and known changes in benefit rates have been incorporated. Anticipated 4.5% increase to health and welfare costs has been built into the model.
- Other revenues include \$19.1 million of other funds from the state outside of the SCFF as well as local revenues the budget centers may realize from nonresident tuition and other local fees.
- There is a structural deficit of \$29.3 million, meaning that with the FTES that we are reporting, we are spending more than is being earned. The structural deficit doesn't include the hold harmless funds or the emergency conditions funding.
- Other sources of revenues that have been added to the budget include Emergency Conditions funds of \$18 million and 23-24 stability funding of \$27.8 million. Even after pulling out the increased reserves that we took to the Board it bring us out of the deficit to a surplus of \$5.6 million.
- The \$18 million of Emergency Conditions is the line that has been added back into the model following the Council on Budget and Facilities presentation on February 13, having been omitted in error in the summary spreadsheet.
- Personnel costs outside of position control will be updated at the campuses.

Vice Chancellor Williams added that this is information based on the Governor's January Budget Proposal and is a preliminary look at where the District currently stands. He shared that the next milestone for the Budget Officers is to await the May Review and check for any major adjustments and to get a better idea of where the District stands on FTES overall.

During the discussion, members inquired about how the Emergency Conditions Funding is calculated.

One-Time Funding Allocations: Vice Chancellor Williams shared that in addition to the \$5.5 million approved by DCC in January, the Chancellor agreed to cover \$400,000 of additional funds for part time faculty office hours that had not been anticipated by the budget centers. He shared that half of those dollars might be reimbursed by the State after the District submits a claim for funds.

Remote Hybrid Workgroup Update: Vice Chancellor Williams shared the District Flexible (Hybrid) Work Guidelines document with the group and requested that the information be shared amongst all constituent groups for feedback. He stated that this will be discussed in more detail at a future meeting.

During the discussion, members requested that the standalone document be shared with the group, inquired about whether the group had the most current guidelines, shared that there is support for the guidelines amongst constituents and now it's about sharing it with the bargaining units, provided context of the origin on the document, and inquired about whether the document is intended to apply to counseling and library faculty. JoAnna Schilling, Cypress College President, shared that the document was specifically designed with full-time Classified and Management employees in mind with some best practices that could apply to all groups.

POLICY

Revised BP 6320, Investments: DCC received a first reading of the proposed revisions to BP 6320, Investments which was reviewed by a Board Ad Hoc committee that was formed to address issues related to sustainable investments and fossil fuel divestment. The group reviewed the Ad Hoc committee's recommended revisions to add new language in sections 1.0 and 6.4.7 to align with BP 3580, Sustainability Plan and to outline prohibited direct and indirect investments in the stock market.

There was consensus to approve BP 6320 and forward it to the Board for their consideration.

Revised Chapter 6 Board Policies & Administrative Procedures – Continuous Review Cycle: DCC reviewed the following BPs and APs which were revised to reflect changes per the Community College League of California (CCLC) Policy and Procedure Legal Updates and revisions recommended by Jane Wright, CCLC Consultant.

BP 6100, Delegation of Authority, Business, and Fiscal Affairs: Revised to update the "Reference" section, make grammar corrections, and update the corresponding BP/APs.

BP 6150, Designation of Authorized Signers: Revised to update the "Reference" section, make grammar corrections, and update the corresponding AP.

BP 6200, Budget Preparation: Revised to update the “Reference” section, grammar corrections, and cite the corresponding BP/APs.

AP 6250, Budget Management: Revised to update the “Reference” section, add legally required language, and cite the corresponding BP/APs.

BP 6300, Fiscal Management: Revised to update the “Reference” section, grammar corrections, update job title, and update the corresponding AP.

AP 6300, Fiscal Management: Revised to update the “Reference” section, grammar corrections, and cite the corresponding BP.

BP 6310, Personal Use of District Property, Facilities, and Equipment: Revised to add NOCE to listing and change references from “College” to “District.”

BP 6330, Purchasing/AWarehouse: Revised to update the title, make grammar corrections, and add the NOCE budget officer to the listing in section 5.0.

BP 6340, Bids and Contracts: Revised to update the “Reference” section, add legally required language regarding the ability to obtain a contract through the State Chancellor’s Office CollegeBuys Program, grammar corrections, and cite the corresponding AP.

BP 6350, Hospitality: Revised to make grammar corrections and remove references to “Provost” and “Executive Vice President.”

AP 6364, Coordination and Direction of Legal Services: Not revised.

AP 6365 Accessibility of Information Technology: Revised to update the “Reference” section, grammar corrections, and cite the corresponding BP/APs.

BP 6380 District Activities Involving Sale or Catering of Food: Revised to make a grammar correction.

BP 6400, Financial Audits: Revised to make grammar corrections.

AP 6400, Financial Audits: Revised to update the “Reference” section, grammar corrections, and cite the corresponding BP.

BP 6450 Wireless or Cellular Telephone Use: Revised to make a grammar correction.

BP 6500, Property Management: Revised to update the “Reference” section, grammar corrections, and cite the corresponding BP/APs.

BP 6520, Security for District Property: Revised to update the “Reference” section, remove “Provost” reference, grammar corrections, and update the corresponding BP/APs.

AP 6520, Security for District Property: Revised to cite the corresponding BP/APs.

BP 6540, Insurance: Revised to update the “Reference” section, grammar corrections, remove section 1.3 worker’s compensation language to reflect Ed Code, add legal reference to section 3.0, and update the corresponding BP/APs.

AP 6540, Insurance: Revised to update the “Reference” section and cite the corresponding BP/APs.

BP 6550, Disposal of District Property: Revised to update the “Reference” section, grammar corrections, and cite corresponding AP.

AP 6550, Disposal of District Property: Revised to make grammar corrections and cite corresponding BP.

BP 6600, Capital Construction: Revised to update the “Reference” section and add legally required language to section 2.0.

BP 6620, Naming of Facilities & Properties: Revised to make grammar corrections and update the corresponding AP.

BP 6740, Citizens’ Oversight Committee: Revised to update the “Reference” section and cite corresponding AP.

AP 6740, Citizens’ Oversight Committee: Revised to update the “Reference” section, grammar corrections, and cite corresponding BP.

BP 6800, Safety: Revised to update the “Reference” section, add legally required language to new section 1.5, grammar corrections, and cite corresponding BP/APs.

BP 6900, Bookstore(s): Revised to update the title and grammar corrections.

As part of the policy discussion about AP 6250, Budget Management, members inquired about the definition of excess funds (anything that hasn’t already been expended), the total amount of two months of operating expenses (approximately \$48 million), and whether carryover funds go into reserves automatically (the campuses can put them into contingencies, but at the District they are placed into a prior year account).

Vice Chancellor Williams also requested that BP 6340, Bids and Contracts, be pulled and brought back to a future meeting once additional language is added and after consulting legal counsel.

Subsequent to discussion, **there was consensus that AP 6250 and BP 6340 would be pulled and return to the group for a second reading at a future meeting. There was also consensus to approve the remaining administrative procedures and post them to the District website, and to approve the remaining board policies and forward them to the Board of Trustees for their consideration.**

ADJOURNMENT: The meeting adjourned at 2:52 p.m.