



District Consultation Council Meeting

March 27, 2017

2:00 p.m.

Anaheim Campus Room 105

Videoconferencing of the meeting will be available at Cypress College Complex Room 405 and the Fullerton College President's Conference Room A

AGENDA

CONSENT CALENDAR & SUMMARY

- | | |
|-------------------------------------|---------------|
| 1. Approval of Consent Agenda Items | N/A |
| 2. February 23, 2017 Summary | Action |

STRATEGIC GOALS & PLANNING

- | | |
|--|--------------------|
| 1. Promise Program Status | Information |
| 2. Budget Update | Information |
| 3. Budgetary Process from the College to the District | Action |
| 4. Districtwide Enrollment Management Advisory Committee | Information |
| 5. Subcommittee Report: Institutional Effectiveness Coordinating Council | Information |
| 6. IEPI Visits | Information |

OPERATIONAL REVIEW

- 1.

POLICY

- 1.

OTHER ITEMS

- 1.

FUTURE MEETING ITEMS

1. Future Teaching Proposals
2. Clarification of BP5500, Standards of Student Conduct and Discipline

DISTRICT CONSULTATION COUNCIL
February 27, 2017

SUMMARY

MEMBERS PRESENT: Josh Ashenmiller, Dana Clahane, Victoria Deemer, Cathy Dunne, Adam Gottdank, Jolena Grande, Manjit Grewall, Tina Johannsen, Sharon Kelly, Cherry Li-Bugg, Rod Lusch, Arturo Ocampo, Valentina Purtell, Irma Ramos, Bryan Seiling, Pete Snyder, Kai Stearns Moore, Olivia Veloz, and Fred Williams.

VISITORS: Louis Raprager and Kashu Vyas.

Fred Williams, Vice Chancellor of Finance & Facilities, called the meeting to order at 2:04 p.m.

CONSENT CALENDAR & SUMMARY

Consent Items: The agenda contained no consent calendar items for approval.

Summary: The summary of the January 23, 2017, meeting was approved as submitted.

STRATEGIC GOALS & PLANNING

Districtwide Enrollment Management Advisory Committee: Vice Chancellor Cherry Li-Bugg provided a recap of the first meeting of the Districtwide Enrollment Management Advisory Committee (DEMAC) on February 6, 2017. During that meeting workgroups were formed and tasked with focusing on specific aspects of enrollment management including: scheduling, FTES, outreach and recruitment, and success and retention.

Vice Chancellor Fred Williams reported that the FTES workgroup met on February 24 to set ground rules and goals, and emphasized that they were not tasked with setting targets. The group agreed that transparency and better communication on the process is needed, and that the process needs to be documented and a timeline created. Mr. Williams noted that targets are needed since staff is currently working on the 2017-18 budget.

Promise Program Status: Vice Chancellor Li-Bugg shared that the District was not selected for the State's Promise Program Grant, but that high school outreach efforts would be funded with District dollars in order to "prepare the pipeline" to boost future capacity.

Budget Update: Fred Williams and Kashu Vyas, Interim District Director of Fiscal Affairs, presented the 2017-18 preliminary budget assumptions. Highlights of the presentation included:

Governor's January Budget for Community Colleges: The budget includes:

- \$98 million for 1.48% COLA
- \$79 million for 1.34% Enrollment Target Growth
- \$24 million Base Increase (\$750,000 for the District)
- \$10 million to augment Online Education Initiatives

- One-time Funding Proposals:
 - \$44 million for Instructional Equipment and Scheduled Maintenance
 - \$150 million for a new “Guided Pathways” Initiative
 - \$20 million for Innovation Awards
 - \$6 million to develop an integrated library system
 - 5 approved facilities projects funded by general obligation bonds (the Fullerton College 300/500 Building is included on the list of projects)

Impact of the January Budget on Ongoing General Fund Revenues & Expenses:

Total Ongoing General Fund Revenues	\$	198,552,007
Total Ongoing General Fund Expenses	\$	203,621,371
Net Ongoing General Fund Deficit	\$	(5,069,364)

Mr. Williams stated that the \$5 million deficit was reported to the Council on Budget and Facilities (CBF) at its February meeting, but since then, the preliminary spring semester census figures received by the Colleges are lower than expected which would result in a larger deficit.

Contributing Factors to Net Deficit: Factors include declining enrollment (829 FTES shortfall at P-1); Staffing/Meeting the Faculty Obligation Number (FON); and 4.48% salary increases (1.48% for COLA and the negotiated 3% increase for 2017-18).

PERS/STRS Rate Increases: The District will continue to set aside annual State contribution dollars for the PERS/STRS rate increases, but in three years the costs will outpace the State contribution.

Future Steps: The District will: 1) focus on enrollment management via DEMAC and by implementing targeted training; 2) evaluate the allocation model by developing a potential “Push-Out” allocation model; 3) implement a hiring “soft freeze” by critically reviewing all positions; 4) recommend a Board budget study session; and 5) wait for the Governor’s May Revise.

Subsequent to the presentation, Mr. Williams responded to questions related to: 1) a potential Winter intersession to increase FTES; 2) categorical program funding; 3) the Push-Out Allocation Model; 4) the \$5 million deficit; 5) pursuing out-of-state and international students; 6) the possibility of the State redistributing growth funding; 7) increasing offerings of historically impacted/waitlisted courses; and 8) the residual effects from the previous soft hiring freeze.

Vice Chancellor Williams concluded the discussion by emphasizing that the current fiscal climate and enrollment trends statewide require the District to focus on the whole picture, and that the newly formed DEMAC would play a key role moving forward.

Subcommittee Report: Council on Budget and Facilities: Vice Chancellor Williams reported that at the recent CBF meeting the group focused on the detailed budget assumptions. He also shared the following facilities updates:

Anaheim Campus: The first floor storage project has been completed, and plans for the 7th and 10th floors are currently at DSA. A buildout of the 5th floor to house engineering labs for SCE is also planned.

Cypress College: The schematic design of Science, Engineering, and Math building is nearing completion, and programming for the Veterans Center is completed.

Fullerton College: The College is in the EIR stage, but will pull Sherbeck Field from their current EIR in order to have a CEQA document specifically for the field. Staff is hopeful that the CEQA results can be shared with the community in order to address their concerns.

In response to a question regarding salaries for the construction program managers, it was noted that salaries for all four managers would be paid with redevelopment dollars.

POLICY

Clarification of BP5500, Standards of Student Conduct and Discipline: Josh Ashenmiller, Fullerton College Faculty Senate President Elect, requested that DCC or Chancellor's Staff review Section 1.0 of BP5500 which outlines categories of student misconduct that can result in disciplinary action. In light of students recording instructors during class and posting the recordings online – which have led to instructors being harassed at other colleges – he requested that the Board Policy be reviewed to address the new reality of social media and cyberbullying.

In the ensuing discussion concern was expressed on the potential impact on DSS students; distribution and misuse of recordings; the impact on institutional recordings; and how limiting recordings could affect student success. Tina Johannsen, United Faculty President, stated that the issue would be discussed at an upcoming United Faculty meeting. Vice Chancellor Williams noted that the matter would be reviewed and discussed in Chancellor's Staff.

Proposed Revisions to AP3280, Grants: Dana Clahane, United Faculty Vice President, presented proposed revisions to the grants approval process and concept paper procedures contained in AP3280, Grants. Dr. Clahane provided suggested language and a flow chart detailing the decision-making process. During the discussion Dr. Clahane noted that his original recommendation would involve a long-term discussion, and clarified that he would like to add a 60-day deadline for submitting concept papers (instead of the originally proposed 30-day deadline) and would focus his efforts on the Fullerton College campus by working directly with President Greg Schulz.

Dr. Clahane emphasized that districtwide grants needed to be more robust due to enrollment concerns, and suggested expanding the District Grants and Resource Development Committee. Dr. Li-Bugg noted that with so many moving parts within the District, it would be challenging to create a smooth process. Vice Chancellor Williams also stated that while discussions began last year, further discussions are necessary because currently the District does not have the organizational capacity to handle grants.

OTHER ITEMS

District Strategic Plan Workgroup: Vice Chancellor stated that she still needed names for representatives for the District Strategic Plan 2017-20 workgroup. She also shared that campus forums are scheduled to take place on March 21 at 10:00 a.m. at Cypress College; on March 22 at 2:00 p.m. at Fullerton College; and on March 27 at 10:00 a.m. at the Anaheim Campus.

ADJOURNMENT: The meeting adjourned at 3:39 p.m.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: March 21, 2017
From: Cheryl A. Marshall
Re: Agenda Item for District Consultation Council Meeting of March 27, 2017

1. AGENDA ITEM NAME: **Budget Update**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only	X	Second Reading	
Review/Discussion	X	Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **15 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The District is in an extraordinary situation with regards to unprecedented enrollment decreases in the past year. As a result, revenues will drop resulting in a general fund budget deficit in the range of \$5M to \$8M for 2017-2018. Strategies and action plans for enrollment management and budget adjustments are currently being discussed and developed. An overview of the principles being used to examine resource allocation, staffing, and enrollment management will be provided along with reports on progress and current status. Members of DCC will have the opportunity to ask questions and provide input on next steps.

5. RECOMMENDATION:

To have a discussion which allows members of DCC to provide input and ask questions on next steps.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Chancellor's Staff

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: February 17, 2017

From: Tina Johannsen, United Faculty President, Professor of Psychiatric Technology, Health Science Division

Re: Agenda Item for District Consultation Council Meeting of March 27, 2017

1. AGENDA ITEM NAME: **Budgetary Process from the College to the District**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion	X	Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10-15 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM: **Often times individuals determine a division or department need to better perform their job, serve their students, or launch a pilot program or process within their area. We have one-time funding, emergency funding, grant their own criteria, their own timelines, their own justification, etc., etc. Timelines are often short, and these requests are than submitted to various individuals, where, unless you are in the right meeting at the right time, you may never find out what became of your request. Decisions are often made by committees that may use subjective choice in their decision-making and there is very little acknowledgement of the amount of effort that goes into the process of creating these different funding requests. This can create frustration at the process, and anger at the results.**

We have been told the District is now in stability mode. This means we should be watching our budget carefully. United Faculty has been tasked with finding ways to be more efficient to make more of the budget available for bringing faculty up to the 75th percentile in wages, benefits and total compensation. Looking at ways to streamline any process and use time more effectively are means of efficiency. Looking carefully at how we do our budget process and aligning the Colleges & SCE's needs more effectuality with the District goals can result in having a process where funds are available to more and varied individuals is different ways.

5. RECOMMENDATION:
Create a sub-committee of DCC to look at a best practice approach to multi-school budgeting, aligning the process to identify where all governance groups are represented, where we preserve the autonomy for the schools, but simplify the process to see where generalizations of timelines and sharing of information could be beneficial to the process.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:
United Faculty Representative Council, Cypress Senate President.

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.