

**DISTRICT CONSULTATION COUNCIL**  
**September 28, 2020**

**SUMMARY**

**MEMBERS PRESENT:** Morgan Beck, Tonya Cobb, Damon De La Cruz, Carlos Diaz, Christie Diep, Craig Goralski, Cherry Li-Bugg, Cheryl Marshall, Lisa McPheron, Dawnmarie Neate, Arturo Ocampo, Jennifer Oo, Kim Orlijan, Jeremy Peters, Alex Porter, Valentina Purtell, Lizeth Sanchez, Greg Schulz, and Fred Williams.

**VISITORS:** Danielle Davy

Chancellor Cheryl Marshall called the Zoom teleconference meeting to order at 2:02 p.m.

**CONSENT CALENDAR & SUMMARY**

**Consent Items:** The agenda contained no consent items

**Summary:** The summary of the August 24, 2020, meeting was approved as submitted.

**STRATEGIC GOALS & PLANNING**

**Budget Update:** Fred Williams, Vice Chancellor of Finance & Facilities, presented the current budget assumptions and a draft analysis of ending fund balances. He walked the group through the documents and shared the following points:

- Expenditures do not incorporate salary increases and reflect what the campuses are being asked to reconcile their budgets to.
- PERS and STRS rate increases are estimated.
- Approximately \$12.5 million have been included as ongoing expenditures.
- Under the new Resource Allocation Model (RAM), all resources will be allocated to the campuses; there are approximately \$6 million that have not been allocated yet.
- The full-time faculty obligation number is significantly over by approximately 50-60. The overage is due to the fact that the State calculation is understated because it is based on the advanced FON number which is based on prior year P-2 numbers. The figure is actually fairly close, but the District might need to hire a few positions for the 21-22 year.
- Extended Day budgets are now a campus responsibility.
- FTES targets are similar to previous years, but there has been a significant decline in Fall to Fall figures. The District will continue to use the same target because we will be funded at P-1 numbers from 19-20 since it is higher and allowable. It was noted that the Cypress College FTES target calculation was incorrect, but would be addressed.
- The revenue summary for the RAM was updated since CBF and totals \$222,115,838.
- The districtwide Student Centered Funding Formula (SCFF) calculations are \$204,675,665 without hold harmless funding.
- Staff are working with researchers to develop the best methodology for funding allocations.
- The estimated breakdown of state, local, and carryover revenue by campus includes chargebacks for District Services.

- The districtwide expenses for 19-20 do not include some IT contract expenditures that totaled approximately \$2 million and were paid with one-time funds. Portions of those expenses, or all of them, need to be included in districtwide expenditures.
- Staff is still working on the analysis of the total ending fund balance that is currently approximately \$93.5 million and down from \$102 million.
- The one-time funding allocation figures have changed and the details will be presented at the next CBF meeting.

During the discussion, members inquired about the spending and remaining CARES Act funds and Mr. Williams stated that the funds have been allocated to the campuses and are being treated in the same fashion as categorical programs which are administered by the campuses. Chancellor Marshall cautioned that if enrollment doesn't increase it will affect the 21-22 budget. Vice Chancellor Williams concluded discussion by sharing that work continues on the budget document which will be presented at the October 27 Board meeting.

**One-time Funding Recommendation:** At the September 14, 2020 Council on Budget and Facilities (CBF) meeting, it was recommended that one-time funds be used to backfill the campuses for the Fall Semester lost revenues of \$5,000,000 and \$550,000 for Title IX expenses for one year.

As part of the discussion, Vice Chancellor Fred Williams shared that with the year-end closing completed, the District has \$45,163,235 which includes hold harmless funding. After accounting for the expenditures to date, there is a balance of \$26,415,523 in unallocated funds. He noted that the backfill for the campuses is only for the Fall semester and that any off-schedule payments for faculty or CSEA, or for prior years, will come out of these funds.

DCC discussed what the Title IX expenses include, that fact that CBF only felt comfortable approving one year of funding with the expenses being tracked during that time, and the need to identify how those recurring costs would be covered if the law does not change.

**There was consensus to approve the allocation of one-time funds to backfill the campuses for lost revenues totaling \$5,000,000 and \$550,000 for Title IX expenses.**

Chancellor Marshall shared that staff is compiling information related to the tracking of CARES Act dollars for reporting purposes, and that information can be shared with DCC if necessary.

**Educational and Facilities Master Plan Related Updates:** As a result of the District's completed 2021-2030 Educational and Facilities Master Plan (EFMP) it was requested that DCC consider updates to the District Mission, Vision, and Values statement and the three District planning documents (the Decision Making Resource Manual, the Integrated Planning Manual, and the Budget Allocation Handbook) to reflect changes. In order to facilitate the updates during the 20-21 academic year, it was recommended that DCC appoint the following to conduct the initial work that will be presented to DCC for approval:

- Mission, Vision, and Values (MVV) Statement: A DCC appointed workgroup
- Decision Making Resource Manual: A DCC appointed workgroup
- Integrated Planning Manual: Initial work to be delegated to the Institutional Effectiveness Coordinating Council (IECC).
- Budget Allocation Handbook: Initial work to be delegated to CBF.

During the discussion, volunteers were sought for the MVV workgroup who will be tasked with driving the process and revisions. Valentina Purtell and Arturo Ocampo volunteered and members agreed to seek additional volunteers to include districtwide representation from all the groups. Volunteers for the Decision Making Manual would also be solicited via the same manner.

There was general support to delegate the Integrated Planning Manual to IECC, but concern was expressed about the lack of classified, faculty senate, or union representation. The IECC membership list will be shared with DCC to see who regularly attends the meetings.

It was agreed to delegate the Budget Allocation Handbook delegate to CBF and Vice Chancellor Williams stated it would be agendized for the next meeting to solicit volunteers.

This item will return to the October DCC meeting. Names of workgroup volunteers should be provided ahead of the meeting so that they can be included with the agenda.

## **POLICY**

**Administrative Procedures – Provost Language Related Revisions:** It was recommended that DCC review and approve the following proposed revised Administrative Procedures. The policy items were made available on Teams for review and comment in advance of the meeting.

AP 2410, Board Policies & Administrative Procedures: Revised to strike “Provost” related language.

AP 2430, Delegation of Authority to Chancellor: Revised to strike “Provost” related language.

AP 2710, Conflict of Interest: Revised to strike “Provost” related language.

AP 3280, Grants: Revised to strike “Provost” related language.

AP 3570, Smoking on Campus: Revised to strike “Provost” related language.

AP 3820, Gifts & Donations: Revised to strike “Provost” related language and one grammar related correction.

**There was consensus to approve all of the administrative procedures and post them to the District website.**

**Revised Board Policies & Administrative Procedures – CCLC Legal Updates:** It was recommended that DCC approve the following policy items that 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. The policy items were made available on Teams for review and comment in advance of the meeting.

BP 2355, Decorum: Updated to be consistent with recent First Amendment decisions, update the “Reference” section, and revise the conduct that will be ruled out of order. Discussion included clarification on who would remain if the Board opted to have the meeting room cleared, and agreed to disregard the revisions related to plural options, and remove “disturbing” from the newly numbered Section 1.1.

AP 3515, Reporting of Crimes: Updated to correct a typographical error, gender language, the “Reference” section, and to cite corresponding policies.

AP 3540, Sexual Assaults & Other Sexual Misconduct: Updated to include “education” to Section 6.0, and to also update gender language and the “Reference” section.

AP 3560, Alcoholic Beverages: Updated to add hotel management and culinary arts instruction as programs where a student may taste alcoholic beverages on campus, and update the “Reference” section. DCC agreed to include suggested revisions to Sections 3.0 and 3.5.

AP 4260, Prerequisites & Co-requisites: Updated to revise legal citations within the policy and gender language.

AP 4400, Community Services Programs: Updated to replace “homemaking” and add new language to Section 1.1, update gender language and the “Reference” section, and grammar.

BP 5010, Admissions & Concurrent Enrollment: Updated to include new language in Section 4.2 regarding students in adult education programs eligible to attend as special part-time students and to update the “Reference” section, grammar, renumbering, and to cite corresponding policies. Members expressed concern regarding use of the term “ableist” and it was recommended that advocating for changes to language could go through the Board of Governors and begin with legislative advocacy.

AP 5011, Admission & Concurrent Enrollment of High School & Other Young Students: Updated to incorporate changes in the law pertaining to CCAP partnerships, strike Provost language, update gender language, grammar, renumbering, and to cite corresponding policies.

BP 5030, Fees: Updated to reflect the new legal requirement that students be charged a student representation fee and that they may refuse to pay the fee on a provided form, and to also update the “Reference” section, grammar, and to cite corresponding policies. Members agreed to revise the language in Section 1.8 to state, “...and shall submit such refusal through the registration process.”

AP 5030, Fees: Updated to 1) reflect that the student representation fee is now a required fee for districts that have a student body association; 2) modify the list of prohibited fees to include students who have been exonerated of crimes and surviving spouses and children of firefighters; and 3) replace the term “credit by examination” with “credit for prior learning.” Updated the “Reference” section, grammar, gender language, renumbering, and to cite corresponding policies. DCC discussed the need to follow the legally required processes with regard to field trips and student identification cards. It was also pointed out that Title 5 Section 55450 which outlines field trips has been repealed. It was agreed that staff would follow up and this item would return to the October DCC meeting.

AP 5040, Student Records, Directory Information, & Privacy: Updated to incorporate rights provided under the Educational Debt Collection Practices Act to prohibit withholding transcripts as a debt collection tactic. Also to include missing language regarding charges for transcripts, electronic transcripts, and use of SSNs. Updated the “Reference” section, gender language, grammar, and to cite corresponding policies.

AP 5055, Enrollment Priorities: Updated to add former homeless youth and Tribal TANF recipients to the list of students with enrollment priority. Also updated to add clarifying language regarding grades and legally required language regarding notification of loss of enrollment priority. Updated the “Reference” section, grammar, and to cite corresponding policies.

**There was consensus to approve all of the administrative procedures, with the exception of AP 5030, and post them to the District website, and to approve all of the board policies and forward them to the Board of Trustees for their consideration.**

**OTHER**

Chancellor Marshall reminded the group of the forum for trustee candidates hosted by the League of Women Voters taking place on September 29 at 4:00 p.m. encouraged them to register to participate.

**ADJOURNMENT**: The meeting adjourned at 4:17 p.m.