

DISTRICT CONSULTATION COUNCIL
August 28, 2017

SUMMARY

MEMBERS PRESENT: Dana Clahane, Adam Gottdank, Sharon Kelly, Deborah Ludford, Cherry Li-Bugg, Rod Lusch, Cheryl Marshall, Arturo Ocampo, Valentina Purtell, JoAnna Schilling, Greg Schulz, Bryan Seiling, Pete Snyder, Kai Stearns Moore, Ty Volcy, Fred Williams, Marcus Wilson, and Eldon Young.

VISITORS: Ashraf Demian and Julie Kossick.

Chancellor Cheryl Marshall 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 May 22, 2017, meeting was approved as submitted.

STRATEGIC GOALS & PLANNING

District Consultation Council 2017-18

- **2016-17 DCC Self-evaluation:** Chancellor Marshall led a review of the 2016-17 DCC self-evaluation results, during which members clarified comments related to DCC participation and reporting of information. In response to requests to keep committee members informed on discussion items in order to promote participation Dr. Marshall offered to distribute a biweekly update to the committee outlining key discussions and upcoming items.

During the review it was also noted that training and mentoring for committee members was an area that could be improved upon. Dr. Marshall requested that any member willing to serve as a mentor and any member seeking mentorship should contact her.

- **Goals:** Dr. Marshall polled the group to gather feedback on establishing/updating DCC goals and related topics for the 2017-2018 academic year. The group edited the prior year's goals, offered suggestions, and agreed to revisit the goals at the September meeting.
- **Membership:** The committee reviewed the membership list; any revisions should be forwarded to the Chancellor's Office.
- **Meeting Schedule:** During the review of the 2017-18 meeting schedule committee members were asked to consider moving the March meeting due to Spring break, holding a DCC retreat in lieu of a December meeting, and an alternate May meeting date due to the Memorial Day holiday.
- **Subcommittees:** After a brief discussion on the four subcommittees of the DCC – Council on Budget and Facilities (CBF), District Curriculum Coordinating Committee (DCCC),

Institutional Effectiveness Coordinating Council (IECC), and the Technology Coordinating Council (TCC) – the general consensus was that the body would like to continue to receive regular subcommittee updates.

Anaheim Pledge/Promise Program Status Update: Chancellor Marshall informed the group that significant progress on the Anaheim Union Educational Pledge has occurred, shared copies of the draft to date, and stated that the final version of the Pledge will be distributed broadly once it is completed. A signing ceremony for the Anaheim Pledge is scheduled for the morning of September 27 at Kennedy High School. During the discussion, copies of the Chancellor’s opening day presentation centered on pathways, promise programs, and the Pledge were shared with the committee. Information on the California Community Colleges Guided Pathways Fall 2017 workshops, taking place in September and October, was also shared.

IEPI Institutional Innovation and Effectiveness Plan: Committee members received a copy of the District’s final Institutional Effectiveness Partnership Initiative (IEPI) Action Plan and request for resources to address areas of focus centered on enrollment management and integrated planning. Subsequent to the last DCC meeting the District received notification that it would receive \$200,000 in IEPI resources.

Cherry Li-Bugg, Vice Chancellor of Educational Services & Technology, reported on the following efforts:

- **Enrollment Management:** Data dashboards are being created that will be customizable, and the District will host the first of several data boot camps on September 15.
- **Integrated Planning:** An Integrated Planning Summit is scheduled for September 22 to assist in aligning resource allocation with planning.

Dr. Marshall shared with the committee that DCC is tasked with integrated planning efforts related to identifying district-wide planning priorities, aligning committee work with identified priorities, and piloting a business process analysis.

Budget Update: As part of the budget update, Dr. Marshall shared portions of the presentation that she gave during the College’s opening day events, which highlighted the following:

Enrollment/FTES Comparisons:

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
FTES Actuals	35,834.74	34,800.39	34,099.96	34,099.96
FTES Reported	35,834.74	36,940.55	31,959.80	34,099.96

The increase in reported FTES during the 2016-17 fiscal year reflects the borrowing of 2,140 FTES from summer based on the shift strategy implemented to gain apportionment revenue.

Implications of Declining Enrollment:

- The District is experiencing an unprecedented drop in enrollment; down 2,144 FTES from the 2016-17 FTES target
- The FTES drop results in a \$10.7 million reduction in on-going revenue
- A \$5 million structural deficit for 2017-18 and potentially beyond

Guiding Principles:

- Planning drives resource allocation
- Braid funding streams
- Move towards our ideal vision
- Use evidence-based decision-making
- Have transparency and creative problem-solving
- Increase revenue and decrease costs

Budget Strategies:

- Effective enrollment management
 - Investigate strategies to increase FTES
 - Research methods to reduce the cost of generating FTES
- Right sizing District staffing
 - The FON will go down based on the enrollment drop
 - Analysis of organizational capacity and possible restructuring
 - Investigation of an early retirement incentive program
- Estimated \$38 million in one-time funding
 - The summer shift of 2,140 FTES resulted in accessing growth and base funding of \$10.7 million and stability funding of \$14.8 million
 - The State provided an increase in base funding which allows the District to access the \$22 million previously set aside for anticipated PERS/STRS increases
- Broad dialogue and soliciting input for the best uses of one-time funds

Integrated Planning & Resource Allocation:

- Use 2017-18 as a planning and implementation year
- Prepare for 2018 through 2020 with a sense of urgency, but not panic
- Require involvement from across the District, with all constituencies involved.

Fred Williams, Vice Chancellor of Finance & Facilities, also shared an analysis of the District's Ending Fund Balance as of June 30, 2017, and the 2016-17 Fiscal Summary, but cautioned that the figures were not finalized yet. The Proposed Budget for 2017-18 will be presented at the September 12, 2017 Board meeting.

OPERATIONAL REVIEW

Rosters of District Committees: The Fullerton College Faculty Senate requested that District committees with faculty representatives forward a membership list by the end of September. During the discussion it was agreed that membership lists for DCC, CBF, DCC, IECC, TCC, and DEMAC would be provided.

Strong Workforce Initiative (SWI) Funds: The Fullerton College Faculty Senate and United Faculty representatives requested additional information related to Strong Workforce Initiative (SWI) funds being used to pay for extended-day instruction and the creation of a new District-level dean position. Chancellor Marshall replied that the dean position – the District Director of Economic and Workforce Development – was a personnel matter in which she chose to honor a commitment made years ago. Workforce development funds, not SWI funds, were used to fund the position. Dr. Marshall also stated that the District has considered covering extended-day instruction with SWI funds since it does fall under the allowable criteria and the campuses

are incurring on-going deficits in that area, but a decision has not been made whether or not to move forward with it. In the ensuing discussion, faculty expressed concern about consistent practices and the use of categorical funding for permanent positions.

POLICY

Chapter 7, Human Resources

New BP7160, Professional Development: BP7160 was created by CCLC to address the professional development needs for employees. A draft of BP7160 was originally presented to DCC in the fall of 2015, but the consensus among the group was that additional language be incorporated. BP7160 returned to DCC for consideration with added language that was developed by the Chancellor's Staff and the District Professional Development Committee. At its May 22, 2017 meeting, the DCC recommended that "within the resources available" be added to Section 1.0. and requested additional time for review. **There was consensus to approve BP7160 and it will be forward the Board of Trustees for their consideration.**

New BP/AP7700, Whistleblower Protection: BP/AP7700 are legally advised by CCLC to address the reporting and investigation of improper governmental activities by District employees, and the protection from retaliation of those who make those reports. Prior to implementing a District fraud hotline, both BP/AP7700 must be adopted. At the May 22, 2017 the committee received a first reading of BP/AP7700, and additional was requested for review. During the second reading, the committee had questions related to standard language, the focus on retaliation, monitoring of the fraud hotline, and the inclusion of legal counsel in Section 3.5.2. **This item will return to the September meeting.**

Revised Board Policies and Administrative Procedures – Reference Updates Only: The following Board Policies and Administrative Procedures were revised by Chancellor's Staff to reflect updates and/or corrections only to the "Reference" section per the Community College League of California (CCLC) Policy and Procedure Legal Updates #29 and #30, and were presented as information only to DCC:

- BP3820, Gifts and Donations
- AP4050, Articulation
- BP4106, Nursing Programs
- AP4106, Nursing Programs
- AP4610, Instructional Service Agreements
- AP6300, Fiscal Management
- BP6340, Bids and Contracts
- BP6450, Wireless or Cellular Telephone Use
- BP7120, Recruitment and Hiring

Revised Board Policies and Administrative Procedures – Content Revisions: DCC discussed the proposed changes to AP7240-10, Management Employees – Salary Provisions, Sections 1.2.1.1.2 and 2.2.1.1.2 which were proposed to allow Human Resources to consider overload and overtime for faculty members applying for management positions. Faculty and classified representatives expressed concern over the proposed changes and requested a cost analysis for the past year outlining what the proposed changes would cost the District prior to taking action on this item.

The remaining listing of Board Policies and Administrative Procedures which were revised to reflect one or more of the following: 1) update SCE to NOCE; 2) changes per the Community College League of California (CCLC) Policy and Procedure Legal Updates #29 and #30; and 3) content revisions recommended by Chancellor's Staff were not discussed due to time constraints. **This item will return to the September meeting.**

Revised Board Policies and Administrative Procedures – NOCE Name Change, Typographical Errors, and Reference Updates Only: The listing of Board Policies and Administrative Procedures which were revised to reflect updates from SCE to NOCE; typographical errors, and/or Reference updates per the Community College League of California (CCLC) Policy and Procedure Legal Updates #29 and #30 were not discussed due to time constraints. **This item will return to the September meeting.**

ADJOURNMENT: The meeting adjourned at 4:33 p.m.