

If there are any questions or concerns regarding the minutes, please contact your constituent representative for additional information or clarification.

**COLLEGE COUNCIL
MINUTES
August 23, 2016**

The following members were present:

Scotty Thomason – Superintendent/President
Melissa Green – Administration Representative
Dr. Todd Scott – Administration Representative
Chris Vancil – Faculty Representative
Maria Fernandez – Faculty Representative
Dawnie Slabaugh – ASM Representative
Josh Collins – Classified Representative
Debbie Dutcher – Classified Representative

Absent:

Chris Wehman – ASM Representative
JonMichael Patterson – ASB Representative
(One position is currently vacant – ASB representative)

Also Present:

Nancy Funk, Vice President – Administrative Services
Alison Varty – Planning Committee
Dr. Steve Reynolds – Planning Committee
Eric Houck – Planning Committee
Bart Scott – Planning Committee
Dr. Mike Tischler – Planning Committee
Sheila Grimes – Recording Secretary

The meeting was called to order at 2:05 p.m.

Reports/No Action

Item 1. Meeting Time – Fall Semester

During the fall semester, College Council will meet on the 2nd and 4th Tuesday of each month from 2:00 p.m. until 3:30 p.m.

Item 2. Discuss Role of College Council

Scotty reviewed the role of College Council. The charge of this committee will be placed on all future College Council agendas. One of the primary roles of each member of this Council is to bring information from your constituent groups as well as to convey information back to your groups.

Consent Agenda

Item 3. Approval of Minutes

It was moved and seconded (Fernandez/Collins) to accept the minutes of the May 24, 2016, meeting. Chris Vancil was in attendance at this meeting and should be listed as present. Chris commented that Jayne Turk recalls that she voted against the budget. Sheila will check her notes along with the recording of meeting and make any necessary changes.

The motion carried to accept the minutes with the corrections notes above with the following vote:
8 ayes, 0 noes, 2 absent.

Regular Agenda

Item 4. Proposed Final FY 2016-2017 Budget

Scotty stated that Nancy Funk presented the Proposed Final 2016-2017 Budget to the Budget Advisory Committee last week for their review. In order to expedite the review process, the members of the Planning Committee were asked to join College Council today to review the Proposed Final 2016-2017 Budget. Nancy plans on presenting this proposed budget to the Board of Trustees at their September Board meeting.

Nancy provided an overview of the general fund noting that there were not a lot of changes from the Tentative 2016-2017 Budget which was brought to the group at their last meeting in May. She reported that the most noticeable differences are the 2015-2016 estimated actuals stating that the current figures presented are more “real” than what they were estimating in May. We reported 2,830 for our P2 period at the end of May. Because of the lack of growth state-wide, the State was able to fully fund us through the Chancellor’s Office. That affected not only 2015-2016 income, which we won’t see until February 2017, but it also affects a number of other items, lottery dollars, mandated costs, items allocated based on the P2 attendance reporting. Because there was three percent growth that wasn’t allocated statewide in 2015-2016, it set us in a position that if we could maintain that number, we would be eligible for growth dollars as the growth dollars for 2016-2017 fell from three percent to two percent statewide. We reported 2,819 FTES on the final report in July. This final number is what the 2016-2017 budget is based upon.

The State did not provide us with any COLA for this year. Also, this budget does not include growth dollars. We are hopeful we can achieve growth, but it is not wise to include something we are not sure we can achieve. However, the budget does include all of the step increases and the STRS and PERS increases. Current vacant positions are in the budget. Also, there are a few new positions that are being discussed that have not been included in the budget. We are working on developing a list of new positions. We do not want to add positions that we cannot sustain. When looking at positions from a District standpoint, we ask which positions are more critical. Safety comes first, student services are second.

There will be at least two fewer police academies in 2016-2017 because we pushed two of last year’s academies into the 2015-2016 year. This year, we have one year of stability funding based on our reported FTES for 2015-2016, this means that we will be paid for 2,819 FTES whether or not we generate this amount of FTES.

In FY 2015-2016, we retained \$500,000 in one-time monies. We spent \$200,000 and carried over \$300,000 for unfunded expenditures into FY 2016-2017. As we consider spending that \$300,000 we want to make sure those expenditures are well thought-through discussions. For FY 2016-2017 we will have a balanced budget with a slight net income of \$159,000. Our ending fund balance for 2015-2016 is approximately 13 percent. Last month, the Board set goals and asked that we maintain at least a 12 percent fund balance and we will achieve that goal.

Chris Vancil inquired about new positions and wanted to know how they are prioritized. Nancy replied that requests are done by managers or department heads. Those proposed positions go to Human Resources and then are brought to Executive Cabinet. We are trying to look at classified and lower-level management positions from a District perspective (not instructional positions). Nancy said we are considering the addition of an electrician as we have been hiring out for our electrical needs and we would prefer to have that work done in-house. Chris requested that faculty have input on any institutional hiring. Maria Fernandez would like to have a conversation about what is sustainable and create a definition for the institution.

Item 4. Proposed Final FY 2016-2017 Budget (Cont'd)

Chris Vancil commented that the Budget Committee did not see the final budget until the day of the meeting. Nancy admits the timing is problematic as she was waiting on other people in order to finalize the budget. With the revisions that are being made to the Planning by Design document, Nancy expects that the timing for the budget process can be moved back. This will aid in the review of the tentative budget; however, the review period for the final budget cannot be changed.

Nancy concluded her presentation by providing a brief overview of the remaining funds.

Josh Collins noted that there has been a reduction in the student health fees and expressed his concern regarding the diminishing mental health services for students. Melissa Green explained that students are charged a student health fee which funds our health services. It was decided that students who are dually enrolled are exempt from paying student health fees. The consequence from that action is there has been a reduction in dollars available for services. Nancy stated that the District has been supplementing these services through our general fund. The personal counseling position is currently vacant but should be filled shortly.

On behalf of the Planning Committee, Eric Houck commented that it would be beneficial to have more insight into our budget so that there can be more collective decisions made on priorities and the direction the College is going. Chris stated that if priorities are clear and understood, then decisions make themselves.

Scotty shared that he appreciated the questions as well as the discussion today. He understands that communications regarding the budget need to be improved. Also, he believes that the Planning Committee is currently working on updating the Planning by Design document due to timeline issues.

Chris announced that he will be voting against the budget he doesn't believe there was enough bottom-up building in the budget. Also, in good conscience, he cannot vote for a budget that spends less money on instruction when we are trying to build FTES. Chris doesn't believe it is a bad budget but for him it is a philosophical issue.

It was moved and seconded (Vancil/Collins) to recommend approval of the Proposed Final FY 2016-2017 Budget. The motion carried with the following vote: 6 ayes, 1 noes, 1 abstention, 2 absent.

Item 5. Recommend Revisions to Administrative Procedures

In order to improve institutional effectiveness, the visiting Accreditation Team recommended that the College continue the evaluation process of the governance and decision-making processes but more widely communicate those results to the campus community. Therefore, Mike Graves volunteered to update Administrative Procedure 3250 - Institutional Planning and Evaluation.

It was moved and seconded (Collins/Vancil) to recommend approval of Administrative Procedure 3250 with suggested changes.

There was much discussion as to what is meant by a 360-degree evaluation. Chris Vancil requested that "May" be changed to "April" in Section II C.5 and "Prior to the end of the academic year" be changed to "By May 1" under Section II C.7.

It was moved and seconded (Green/Collins) to table this item until Mike Graves can provide a detail explanation of what is meant by the term 360-degree evaluation. The motion passed unanimously.

Item 6. Other

The following updates were shared:

- Maria Fernandez shared that she thought that the Information Booth in the Student Center the first week of school was a great idea.
- Dawnie reminded everyone that College Day/COS Preview Day is scheduled for Wednesday, September 21. There will be approximately 350 to 400 high school seniors on Campus on that day and faculty participation would be welcomed.
- Scotty mentioned that the Cafeteria is off to a great start as we have received positive comments on the food and prices. We are still in the process of hiring food service workers, one full-time and one part-time, as well as numerous student workers.
- Maria reported that five instructors are running courses in Canvas and she has heard nothing but positive comments from the students who are enrolled in those courses.
- ASB has ordered furniture for the Student Center but the order has been delayed by about a week.
- So far, twelve Lodge rooms have been remodeled and work will continue on the other rooms as time allows.
- The Facility Master Plan will be updated shortly.
- We are looking at having the Police Academy on the Weed Campus. We may be able to start this program in the spring, using the old Geology lab in Life Science. It is about a \$300,000 project.
- The Statewide Facilities Bond (Prop 51) will be on the November ballot. If Prop 51 passes, it would probably be 2019 before we would receive the funding. Once the funds are received we could begin work on the Performing Arts Building which is a \$22 million dollar project. We are required to fund \$2 million dollars of this project.
- Soccer will be played on the baseball outfield. There are 14 women and 18 men on the teams.
- Currently, the front café is open from 7 a.m. until 5 p.m. and the back dining area is open from 5:30 p.m. to 7 p.m. for dinner.

Item 7. Adjournment

There being no further business, the meeting was adjourned at 3:49 p.m.