

MINUTES

	LAST NME	FIRST NAME	DIVISION	TERM
E	Beyene	Aemiro	SEM	2018
X	Casas	Ralph	Health Occupations	2018
X	Falcon	Dennis	Humanities/Social Science	2019
E	Garriott	Don	DSPS	2017
X	Greenberg	Bruce	Business Education	2019
X	Griffin	April	Liberal Arts (Secretary)	2018
X	Hitch	Ryan	Part-Time Representative	2018
X	Hoppe-Nagao	Angela	Liberal Arts	2019
X	Juntilla	Tim	Liberal Arts	2018
X	Krayer	Adelle	Health Occupations	2018
X	Lacy	Tor	SEM	2018
X	Lewellen	Michelle	Humanities/Social Science (President)	2018
X	Lovejoy-Robold	Niki	Liberal Arts	2019
X	Lundeen	Brittany	Counseling	2019
X	May	Russ	HPE/A	2019
X	Maz	Andrew	Fine Arts	2018
X	Miller	Kirk	Fine Arts	2019
E	Moore	Deb	Library	2017
X	Moriarty	Cindy	Business Education	2018
X	Mulleary	Joe	Technology	2019
X	Mullins	Terrance	Humanities/Social Science	2019
X	Negrete	Bernie	SEM	2019
X	O'Neil	Scott	SEM (Vice President)	2019
E	Obasohan	Victor	Humanities/Social Sciences	2018
E	Richardson	Chris	HPE/Athletics	2018
E	Salgado	Martin	Part-Time	2018
X	Soto	Armando	Counseling	2018
X	Stieber	Michelle	SEM	2019
X	Ukita	Traci	Counseling	2019
X	Vega	Frank	Technology	2018
X	Voorhies	Ann	Health Occupations	2019
X	Worrel	Dara	SEM	2019

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X	Rosenblatt	Stephanie	CCFF Liaison <i>(Non-Voting)</i>	
X	Ramirez	David	Student Liaison <i>(Non-Voting)</i>	

GUESTS: Steven La Vigne (For Don Garriott), Veronica Miranda

1. CALL TO ORDER (11:05 A.M.)
Pledge of Allegiance
2. ANNOUNCEMENTS/INFORMATION ITEMS
 - A. University Mega Fair
 - B. Thursday 10am-1pm
 - C. Student scavenger hunt, free donut
3. APPROVAL OF MINUTES
 - A. Minutes for 8/29/17
 - B. Moved for approval From Senator Ukita
 - C. Second from Senator Moriarty
 - D. Abstentions: Stephen La Vigne (for Don Garriott), Senators Soto, Lundeen, and Casas.
4. APPOINTMENTS/ AND NOMINATIONS
 - A. 1 Faculty Rep for Student Life – Thursday Sept 7 1-2pm BK111/112
 - B. Would like them to look at the student integrity policy
 - B. 1 Senate Reps for Planning & Budget – 1st/3rd Thursday's 2-4
 - C. 1 Senate Rep for SLO Committee – 2nd/4th Monday's – 3:30-5
5. STANDING COMMITTEE REPORTS
 - A. Enrollment Management – Michelle Lewellen
 - a. 60% class policy. Where is this in the priority for the senate?
 - i. This is high priority. Deans have been asked for their report, but no information has come forward.
 - ii. Felipe Lopez- Office of finance has provided support, but this is something that needs to come out of the office of Academic Affairs. Ultimately this is a decision that needs to come out of Academic Affairs. Business Services has provided service and support on this policy, but ultimately it is a decision that needs to come from the office of Academic Affairs.
 - B. Coordinating – Michelle Lewellen/April Griffin
 - C. Student Equity – Michelle Lewellen
 - D. Planning & Budget – Michelle Lewellen
 - E. Board Meeting – Michelle Lewellen
 - F. Strategic planning: No date yet for the strategic retreat. Looking for two people to work on the mission/vision statement.
6. SENATE DISCUSSION/ACTION ITEMS
 - A. Budget Update – Felipe Lopez
 - a. 2017-2018 had 1.56% COLA, which was included in this year's budget.
 - b. Fall 2017 number has fallen. Projected Fall 2018 number is also expected to fall.

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- c. CalPers employer rate is 15.53% for 17/18
- d. CalStrs employer rate is for 17/18
- e. FTES
 - i. 15/16 17305.65 (484.64 were unfunded)
 - ii. 16/17 17740.76
 - iii. 17/18 16747.54
- f. 17/18 faculty has moved from 304-308. CSEA has moved from 305-301.
 - i. The FON was 306, where did other two faculty come from?
 - 1. Some positions qualify for the FON some do not. This may be from departments that do not qualify for the FON.
- g. Our budget is primarily salaries/benefits. The state average is 87% of the budget is allocated to salaries/benefits. We are well over 91%.
 - i. This means if cuts need to be established there is little that we can do.
 - ii. Is this because employees are highly paid in comparison to colleges near us?
 - 1. It can be argued that the salaries and benefits make us some of the higher paid employees.
 - iii. Academic salaries include more than faculty. It also includes the President, Academic Deans, Academic Managers.
- h. What is the purpose of the 1% increase of salaries slide?
 - i. We are receiving 1.56% COLA from the State of CA. The slide that shows the 1% increase feels like fear mongering as we must beg for an increase that is already given to us by the state.
 - ii. There is not enough explanation on this slide. And it can be misleading.
 - iii. The 50% law, what is included?
 - 1. 3/11 isn't due until October 10. This separates this out item by item for the 50% law. This can be provided from the Business Services office.
 - 2. Counselors who teach as part of their load.
 - a. 60% counseling, 40% in the classroom. The 40% would be included in the 50% calculation, the 60% attributed to the counseling would not be counted toward 50%
 - iv. Where the transfers go?
 - 1. Most of it is deficit spending.
 - a. If a program spends more than what is allotted there needs to be a fund to make it up. The transfer allows the balancing of revenue and expenditure. This money still comes from the general fund.
 - b. A list of the programs that used the transfer funds can be provided by Business Services.
 - c. Business Services can step in and stop funding to programs but, this can be tricky because as a college we are still responsible to students and there may be programs that we are required to keep running at a level where a deficit may occur.
 - d. Are there programs that consistently overspend?

- i. There are some patterns. Right now, we are trying to track the programs spending to see if there are spending habits that are inconsistent or should be changed. We look at how many students are being served. If spending has increased appropriately with program growth.
 - ii. Office of Business Services does a lot of coaching/mentoring to the programs. Business Services meets quarterly with these programs coach on how to move forward with the budget.
 - e. When programs go over, are they requesting more money and that is how they go over? Or is this they mistakenly go over because they can spend at their discretion?
 - i. There is no budget control to control salaries.
 - ii. The only budget controls we have are discretionary funds
 - iii. Sometimes the budgets that are going over are services that are mandated, so the spending must be approved for the college to continue day to day operation
 - f. What are the checks/balances to ensure overspending doesn't occur?
 - i. It is important that communication is occurring with managers so that they are aware of what their budget is and if their spending is appropriate.
 - ii. Communication is critical so that budget shortfalls do not occur and that programs are not impacted and/or required to dip into categorical funds before necessary.
 - v. The deficit slide assumes that all the positions had been filled, however, we are on a hiring freeze. The deficit projection will be closer to 2 million because it does not include the cost savings from this hiring freeze.
 - vi. Stabilization Questions
 - 1. Base to start 17/17 was 17741 (15/16 FTES).
 - a. Everything is contingent upon that base.
 - b. We dropped about 1000 FTES (16748)
 - c. The first year is penalty free and we are still funded on our previous base
 - d. You then have three years to climb out from lower FTES and meet that base. After three years your base is dropped to what you were achieving in real time and you can only grow based on the state standards.
 - e. The goal is to climb back out and grow from the 16/17 base.
 - f. We are more closely tracking FTES. WE are looking at it session to session (fall, spring, summer, summer 2).

- There will be regular updates to Planning and Budget Cmte on this to see if we are working toward a solution
- i. La Mirada site-\$1 a year site lease for the next 5 years. There may be opportunities to grow here. Classes are full.
 - ii. Online classes
 - iii. Offering courses that students need
- g. We are not the only college in stabilization
- i. Statewide trend
 - ii. The state is experiencing an enrollment gap
 - iii.
- h. We need to look at more than head count.
- i. Are students taking fewer units a semester?
 - ii. Our current headcount has decreased about 4%, but the FTES lost do not relate proportionally. This may be because students are carrying a lesser load.
- i. Are we hurting ourselves by cancelling classes too quickly?
- j. Lab classrooms
- i. Students are taking lab classes at other colleges
 - ii. There are not enough lab space/lockers/materials for students to get the classes they need.
 - iii. Needs to be on the facilities master plan.
- vii. Considerations moving forward
- 1. Prop30/55 sales tax sunset happened in December 2016
 - a. That tax generated about 25% of that fund
 - b. Make up must come from somewhere from the state
 - c. Prop 55 extended the income tax to 2030
 - 2. Adopted budget based on 16800 FTES
 - 3. Cost saving measures
 - a. Temporary hiring freeze
- viii. Differences between projected and actual budget
- 1. Governor sings base increases which helped to lower the anticipated budget
 - a. Projected 5.5 million
 - b. Actual deficit 3.8a million
 - 2. Planning and budget is discussing additional cost saving measures
- ix. Where did the surplus go? Where was it on the budget, and what was it spent on?
- 1. It went to the unrestricted general fund
- x. When the district calculates release time, it is always over bloated. It is calculated not on a part time faculty salary, but instead a full-time faculty rate. Why are we not focusing on the part time salary? This could drastically change the budget projection
- 1. For us to better understand the numbers, we need to understand the process of putting together the budget. What

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numbers are being used to prepare the budget? We want to know why the projected and actual are consistently off by a few million dollars.

- xi. Since there is growth money available from the state, and many colleges across the state are entering and/or in stabilization, what are the chances of that money being reallocated for something other than growth?
 - 1. Can't speak to what happens to growth money that is left over.
 - 2. Historically there has been reallocation beyond growth to move everyone toward balancing the budget.
- xii. Stabilization continued
 - 1. We have through 19/20 to grow back up to our base
 - 2. What happens if we have two good years and then take a dive?
 - a. It essentially creates two stabilizations. We would be adjusted to our highest base within the three years.
 - b. We would be funded at our highest base during the three years.

7. REPORTS

- A. Student Senate Liaison (David Ramirez)
 - a. No report
- B. CCFF Liaison (Stephanie Rosenblatt)
 - a. The faculty as a budgeting line item right sizes itself.
 - b. When classes are cancelled we pay less for faculty. Management salaries do not right size.
 - c. The majority of the money should be spent on teaching students.
- C. Secretary (April Griffin)
 - a. No report
- D. Senate Vice President (Scott O'Neil)
 - a. No report
- E. President (Michelle Lewellen)
 - a. Integration report should be finished middle of October. (combining of student equity, SSSP, and basic skills budgets)

8. ADJOURNMENT (12:20 P.M.)