



**Fiscal Advisory Committee  
February 17, 2016  
Minutes**

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**Present**

Members: Krysta Daily, Neil Glines, Curt Johnston, Jeff Lehfeldt, Joshua Scott, Francesca Sisto, Lavonne Slaton, Michael Wyly

Advisory: Gregory Brown, Patrick Killingsworth, Yulian Ligioso

Guests: Laura Convento, Jocelyn Mouton, Pam Muick,

**Absent:**

Members: Erin Farmer, Vacant – ALG, Vacant-Faculty

**Call to Order**

The meeting was called to order at 2:11 p.m. by the Chair, Vice President Yulian Ligioso.

**Approval of Agenda**

It was moved by Joshua Scott and seconded by Neil Glines to amend the agenda to change the Budget Calendar from an information item to an information/action item.

The motion passed unanimously.

It was moved by Jeff Lehfeldt and seconded by Joshua Scott to approve the amended agenda.

The motion passed unanimously.

## **Approval of Minutes**

It was moved by Curt Johnston and seconded by Neil Glines to approve the minutes from February 3<sup>rd</sup>.

The motion passed unanimously.

## **Public Comments**

None

## **Ed Plan Update**

Jocelyn Mouton was present to address questions from the December 16<sup>th</sup> meeting.

- Who is inputting the data? At this time, only counselors are inputting the data. No deans. Counselors input the data during the counseling visit, in the ISHTAR shared folder.
- How is the data put in? During a drop-in or scheduled visit, the counselor will input the data.
  - Incoming students get an Ed Plan

There are two types of Ed Plans given, the abbreviated which covers two semesters and the comprehensive which covers the duration of a student's stay at Solano. J. Mouton commented that she has implemented a case management approach in counseling. Students are assigned the same counselor, and that counselor is tasked with following-up with the student.

3SP funding is received from completing Ed Plans, there is a big stake to complete these plans. The intent is to have a clear plan/direction for the student's education and that someone is following up on that.

Pam Muick asked what percentage of students are trying to matriculate vs. just taking classes. J. Mouton did not have the information and will need to discuss with Admissions and Records, but she commented a majority is trying to matriculate.

Joshua Scott asked if we knew the percentage of students that have completed Ed Plans. J. Mouton reported the number of Ed Plans given.

Last Year – Summer – 1676, Fall – 1824, Spring – 1976

This year – Summer –1463, Fall – 1959

J. Scott asked if the majority was incoming students. What percentage of the plans were for incoming students? J. Mouton did not have the information at the time.

Krysta Daily joined the meeting at 2:24 p.m.

Neil Glines asked about the tracking of the Ed Plans. He asked if students are counted twice if they come in twice during a semester. J. Mouton responded, yes, since there is an adjustment to the Ed Plan, but it is not counted as a new Ed Plan.

N. Glines asked if the report can be broken out between new and adjusted Ed Plans. J. Mouton commented that it has not be broken out.

Pam Muick asked how long it takes to get an Ed Plan. J. Mouton replied that in general most appointments take about a half hour, unless they have 10 transcripts from different schools (may take longer).

VP Ligioso asked what the target was for the Ed Plans. J. Mouton added that the target for Ed Plan were all of the matriculated students.

Michael Wyly joined the meeting at 2:30 p.m.

Curt Johnston left the meeting at 2:30.

Jeff Lehfeldt asked when usable data (to see if Ed Plans were successful) would be available. VP Ligioso added that Ed Plans are one component, in addition to the follow-up, and points are received for achieving milestones. The school is funded based on those milestones.

VP Ligioso asked how as a student, they would access their Ed Plan. J. Mouton commented that the school is in the process of getting DegreeWorks. There is funding in 3SP for DegreeWorks and to hire staff. She noted that part of the requirements (for 3SP) is for students to view their Ed Plan.

VP Brown added that maybe 7 years out, the information will be integrated with our IT. Using the data from the Ed Plans, we can answer what the plan will yield, the number of sections needed and make decisions based on the plans (regarding what classes to schedule and when). He commented that it help better utilize our resources and allow us to be more responsive to students' needs.

### **Budget Development**

VP Ligioso presented the District's Budget Calendar. He noted the events for each month and discussed the process from the preliminary budget phase to the adopted budget. He described the basic process:

- Budget manager to work with Deans and VPs
- Categorical program
  - o Develop Plan
  - o Pencil out the operational plan

- Special Funds (i.e. Childcare)
  - o Estimate what revenues will be for the year
  - o Look at staffing (tie it to position control)
  - o Then submit balanced budget to department VP
    - Then to Fiscal for incorporation into the District budget

Budget Timelines

September – Board accepts budget

June – Board accepts tentative budget (allows authorization to begin spending on July 1)

Governor Budget in January, updates in May (May revise)

Michael Wyly asked if we could add other 3SP or Student Equity to the budget development calendar. VP Ligioso noted the section where it was included (February, third bullet). VP Ligioso added that for state categorical funding, we are guaranteed 95% of the current year allocations in the following year, so budget planning can be done ahead of time.

Michael Wyly mentioned what the Senate went through with the recent 3SP and Equity plans. He commented that this document might not be the place to have it, but it wouldn't hurt as a planning mechanism.

VP Ligioso reported that when FABPAC was still in place all grants would go through the committee first. It was there the requirements, match, the expectations and if the college would institutionalize, were discussed. The committee made the decision whether or not we would pursue the grant. He considered to reinstate that process.

VP Brown commented that in February he would have a broad brush stroke budget, tighter plan by May, and even tighter by October when the official numbers are released.

Jeff Lehfeltdt commented that this document might not be the document for this.

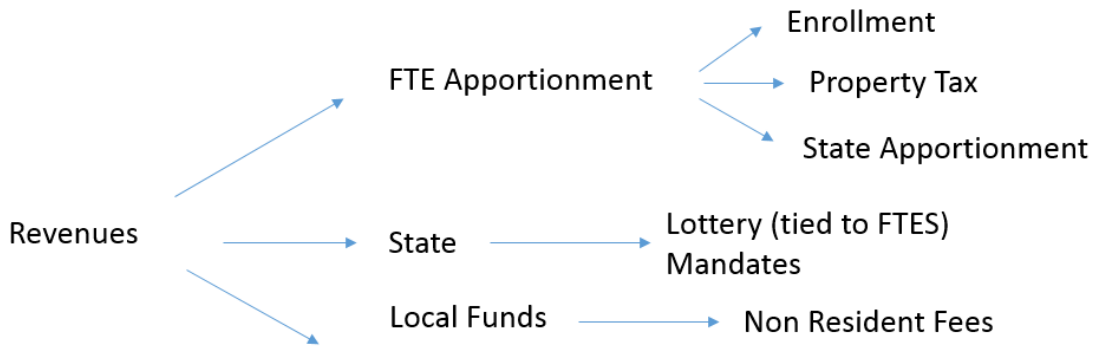
VP Ligioso commented that this was a really broad brush calendar.

The group decided to add Participatory Governance as identified in Board Policy 2005, to review 3SP, Equity, BSI, and or new Grants, to the planning calendar. And add months October – December for supplemental activities for categoricals.

Action: Bring back calendar for action at next meeting, Calendar – (Overall budget)

Total resources

Revenues Broken out



Risks

- FTE Apportionment is about 85% of revenue (96% if you remove one time funds)
- FTES – in and out of stability
  - Students bring in the money
- Property taxes come in lower, the District absorbs the loss
- Recession
  - Prop 98

Potential opportunities

- State- Lottery money, and one-time funds (mandates)
- Local Fund – Nonresident tuition

Reporting Periods to the state

Period 1	<b>*Period 2*</b>	Annual	Re-calculation
January	April	July	October

What we report at Period 2 drives the apportionment for categoricals, lottery, instructional equipment, etc.

Action: Invite Shemila Johnson and Laurie Cheatham to discuss International Students (Nonresident fees)

VP Ligioso reported that there were 55 active international students, with \$132,000 in outstanding fees (of the \$650,000 outstanding).

Pam Muick commented that she was surprised that we allow students to still register when they owe fees. VP Ligioso commented that as an institution we are lax with collecting fees. In speaking with some student from ASSC, who came from other

colleges, they mentioned students were expected to pay within 5 days of registering. Krysta Daily commented that ASSC started a committee focused solely on finding the best ways to encourage students to pay their fees.

Other institution drops students for non-payment of fees.

VP Ligioso commented he was open to suggestions for revenue opportunities. He added that he would like to bring in Kelly Penwell to discuss Contract Ed, and her plans/revenues for the next school year. Michael Wyly added that Kelly Penwell also is involved with efforts on dual enrollment and working with faculty.

Curt Johnson returned to the meeting at 3:31 p.m.

### Expenses

VP Ligioso reported that Pat Killingsworth will be sending out Position Control files to the department Deans and managers. He stressed the importance that every authorized and funded position be included and noted that the positions need to be validated by the end of this month.

Salaries and benefits account for 89% percent of expenses, where it was just 82% 4-5 years prior.

Pam Muick asked how it compared to other colleges of the same size. VP Ligioso commented he could get the stats, but the recommended levels should not be above 85%. (Ex. San Francisco City College at 94%).

Pat Killingsworth commented on the increase in pension costs, at about 1% a year. VP Ligioso commented that STRS will be fully funded in 2021, the contribution for STRS right now for employer and employee contribution is 19%, which will increase to about 38% in 2021.

Proposed monies for 2016-2017

- COLA less than ½ percent - \$250,000
- STRS and PERS, H&W, Step and Column - \$1.3 million

### Other items

How do we best address?

- FTES
- Fill rates declining
- WSCH declining
- Stable headcount/students taking fewer courses

He added we need to reach 976 in summer in 2016, in order to receive growth monies.

The group also discussed in-depth the Basic Skills population, Hispanic population, success of certain programs, enrollment management (restructure our offerings, class scheduling and compressed calendar), lottery funds and grants.

Neil Glines left at 3:55 p.m.

Krista Daily left at 4:01 p.m.

Joshua Scott left the meeting at 4:07 pm.

Quorum was lost.

**Adjournment**

The meeting adjourned at 4:09 p.m.

Respectfully submitted by Laura Convento