



**Fiscal Advisory Committee  
December 16, 2015  
Minutes**

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**Present:**

Members: John Bilmont, Erin Farmer, Neil Glines, Joshua Scott, Lavonne Slaton, Michael Wylly

Advisory: Gregory Brown, Pat Killingsworth, Yulian Ligioso, Leslie Minor

Guests: Laura Convento, Richard Crapuchettes, Maire Morinec

**Absent:**

Members: Krysta Daily, Curt Johnston, Jeff Lehfeldt, Terri Pearson-Bloom, Francesca Sisto

**Call to Order**

The meeting was called to order at 2:09 p.m. by the Chair, Vice President Yulian Ligioso.

**Approval of Agenda**

It was moved by Joshua Scott and seconded by John Bilmont to approve the agenda.

The motion passed unanimously.

**Approval of Minutes**

It was moved by Joshua Scott and seconded by John Bilmont to approve the minutes from December 2<sup>nd</sup>, with the amendment to include the corrected receivables estimate and comments from Joshua Scott.

The motion passed unanimously.

## **Public Comments**

None

## **Student Success and Support Program (3SP) Report**

Jocelyn Mouton was not present to report. Vice President Greg Brown reported on 3SP.

Highlights from program:

- Student Success and Support Program (3SP), is a tightly tailored program
- Resources can be applied to assessment, orientation, counseling, student education plans, and follow-up services
- Information is tracked in an MIS program and gathered by the state
  - o Stressed the importance of good tracking
    - Information is used in a formula to calculate future funding
- Discussed the 3SP Plan
  - o Budget for the year is \$2.59 million to spend on resources
    - Linked to goals and objectives
      - Counselors and research
        - o Mental health issues
          - Refer for follow up
        - o Equity/learning disabilities
        - o Ensure students reach their goals
    - Personnel
      - Research analyst, IT Analyst, SARS support
    - Additional funds for printing, supplies and materials
      - Allocated to those who provide a direct service to students

VP Brown noted that a new orientation system is going to the Board tonight. The costs are approximately \$29k, the system is used across the state, and approved by the Chancellor's office for 3SP. The system allows for flexibility to add modules (ex. for Veterans, financial aid), without any changes to licensing.

Dean Maire Morinec asked if any funds will be used to support DegreeWorks. VP Brown commented the funds will be used more for the implementation through the staffing the Registrars area and for degree audit work.

Dean Morinec also asked if funds will be used to hire more generalists at the centers. VP Brown deferred to Jocelyn Mouton.

Michael Wyly inquired about the Board Item for tonight's meeting regarding a contract renewal for John Mullen for \$225k. He asked if any 3SP monies are subsidizing the contract. VP Ligioso commented that this position is funded by the general fund. Noted that it could be partially funded by 3SP.

Joshua Scott asked if it would violate the supplanting funds. VP Ligioso commented it would not. VP Brown commented it was not supplanting, but enhancing with adding additional resources.

Joshua Scott asked if the Dean of counseling was funding by 3SP funds. VP Brown added it was funded at 0.25.

VP Ligioso asked VP Brown how the Ed plans are coming and how they are being recorded. VP Brown did not have an answer at this time.

John Bilmont asked how the labor distribution is charged to 3SP. VP Brown responded a Form 6 is used.

Dean Neil Glines asked if there was a way to track the success of Ed plans and how many were administered. Is there a tool in place? VP Brown commented counseling uses SARS but is not sure.

Dean Glines asked if VP Brown could report back on Ed Plan? He noted concerns about who is inputting that data, and asked if it was the Deans. He asked how the data gets in the Ed plan. He also asked how many students are benefitting from the Ed plans.

Action: VP Brown/ J. Mouton to bring back detail of what was requested.

### **Student Accounting**

VP Ligioso provided handouts (Key terms, 2014-2015 Apportionment Attendance Report -320, and Term Length Multipliers)

VP Ligioso discussed the 320, and the reporting calendar. He discussed the importance of each of the reporting periods. He went through the handouts and noted at P2 it was reported at 7600 Full Time Equivalent Student (FTES), but the annual report had actual FTES at 6900.

For student accounting, we have census procedures, weekly, daily and actual hours of attendance, alternative attendance, and non-credit distance education. Biggest portion is the weekly census hours.

Joshua Scott commented we are only looking at half the schools in the state. He commented nearby schools that have more non-credit FTEs. Solano has a lot of potential for growth.

VP Ligioso reminded the group that due to a lack of growth, Solano is capped at 1%, anything above will go unfunded.

Action: Pei-Lin and Peter Cammish to give update in January

Michael Wyly asked if the Chancellor's office made decision on how staffing of non-credit courses will apply to the Faculty Obligation Number (FON). VP Ligioso commented that Solano has very minimal non-credit courses and he wanted to see the code that non-credit faculty does not apply to FON. Michael Wyly commented that it was discussed during the leadership academy.

VP Ligioso added that the Chancellor's office's form for calculating FON, does not differentiate credit and non-credit faculty. All full time faculty count towards FON.

Michael Wyly asked in terms of apportionment and non-credit, how it affected the 50% law? VP Ligioso commented that teaching is teaching. Non-credit is accounted the same.

VP Ligioso went over the terms and methodologies. One FTES is equivalent to 525 contact hours. (1 student, 15 units, for 17.5 weeks) (15 units is full time)

Michael Wyly asked how the counselors approach this. What is their rationale?

Dean Morinec commented that we need to educate students that 12 units is not full-time.

The group discussed student services.

VP Ligioso reiterated that the calculation of hours is how the state determines our FTES. Looking at hours, weeks, and number of terms. Our term length multiplier 17.5 weeks. Term length multiplier – at census, what is the number of students in the classes. Shorter term multiplier equates to longer hour classes. VP Ligioso did a few exercises for the group to calculate FTES. He commented that there are costs associated to being a school of 8500 FTES.

Michael Wyly asked for a report on the Enrollment Management Plan.

Action: Report on the Enrollment Management Plan (VP Minor to report)

Dean Morinec added that cutting a 3 unit course is not the same across the board. For example, classes with a high FTES help pay for the costs of lower generating classes. She noted the challenges of cutting or reducing classes. What is the most efficient and cost effective way to do this?

Vice President Leslie Minor joined the meeting at 3:08 pm

VP Ligioso plans to discuss at a later date how as an institution to address cuts. What is the approach that the academic side determines to add or remove a course? He asked how as a group we reach targets. One model he discussed was to look at the sections that create a lot of WSCH (Weekly Student Contact Hours). He commented

that our signature programs have lower WSCH, like nursing.

He asked how to maintain the depth and breadth of courses and meet financial targets?

John Bilmont asked how the class schedule is determined. If the class schedule was rolled and additional classes added. VP Minor commented the goal is not to roll. Neil Glines added that it's a hybrid, see what worked historically and what we could accommodate given the room crunch. He noted they were looking into accelerated programs in the English department, Friday only courses, and that Maire was working on a Saturday program.

VP Ligioso discussed the apportionment report. We receive a base allocation and funding for FTES. He reported that we also receive funding for the centers and noted that our Vallejo center is barely on target to meet the threshold (Less than 1k). Vacaville is doing well (1300-1400 FTES). Centers receive \$1.1 million dollars if you meet the threshold.

VP Ligioso would like to introduce the budget development cycle at a future meeting.

Neil Glines noted we have to be mindful of the numbers when discussing program discontinuance and need to take into consideration, the class max. For example, communication classes are set at 25 students, not considered efficient, but fill rates are almost always 100%. He commented that WSCH alone will not give a complete picture.

VP Ligioso agreed and noted other factors will be considered.

### **Items to bring back in January**

- Finance office send out position control files
  - o Validate and confirm people in these areas
- Governor's January Message
- Budget development calendar for 2016-2017

Neil Glines asked if we have some contingency plans/funds in the budget. VP Ligioso reported that four years ago it was brought to the Board, when Prop 30 passed, there was language for contingencies in regards to the reserve, long range and short term plans. He commented we barely closed out 2014-2015 with reserves about 5%. When things come up like unbudgeted items, the expense is paid for by all sides.

VP Ligioso would like as a group to come up with long range reserve guidelines, to account for unplanned and contingencies.

John Bilmont commented that 5% reserves are the state minimum, and it's common to have a policy that supports a higher reserve.

VP Ligioso responded that in Shared Governance, the recommendation was to have a

9.5% reserve level goal. VP Minor added that it was submitted to the state through Institutional Effectiveness Partnership Initiative (IEPI).

**Other Items:**

Neil Glines/John Bilmont noted that they will report to the Administrative Leadership Group (ALG) whenever they meet again.

Lavonne Slaton reported she will be teaching at the prison at this time next semester. She will ask Dr. Anderson/Minority Coalition to find a permanent replacement.

VP Ligioso asked if the groups were able to report back to constituent groups. He added that we as an institution need to do a better job to reporting back.

Joshua Scott asked where the information is housed, other than the emails sent.

Action: Laura Convento to send link to fiscal advisory committee information and budget information.

The group agreed to cancel the meeting on January 6<sup>th</sup> and reconvene on January 20<sup>th</sup>.

**Adjournment**

It was moved by Joshua Scott and seconded by Neil Glines to adjourn the meeting.

The meeting adjourned at 3:42 p.m.

Respectfully submitted by Laura Convento