



**Fiscal Advisory Committee
March 16, 2016
Minutes**

Present

Members: Krysta Daily, Erin Farmer, Curt Johnston, Jeff Lehfeltdt, Joshua Scott, Francesca Sisto, Michael Wyly

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

Guests: Adil Ahmed, Laura Convento, Beverley Sloley

Absent:

Members: Neil Glines, Lavonne Slaton, Vacant – ALG, Vacant-Faculty

Call to Order

The meeting was called to order at 2:06 p.m. by the Chair, Vice President Yulian Ligioso.

Approval of Agenda

It was moved by Jeff Lehfeltdt and seconded by Curt Johnston to approve the agenda.

The motion passed unanimously.

Approval of Minutes

It was moved by Jeff Lehfeltdt and seconded by Joshua Scott to approve the minutes from February 17, 2016 and March 2, 2016.

The motion passed unanimously.

Public Comments

None

Basic Skills Presentation

Joshua Scott, Basic Skills Coordinator, gave an update on the program where he discussed the issues of poor assessment and placement, and low persistence rates. He noted the problem is two-fold, 1) Evidence suggests that Accuplacer program is not accurate 2) Student misplaced, put in the wrong course (either too easy or too hard), which ultimately affects persistence rates.

J. Scott discussed some of the solutions such as acceleration, co-requisite support, placement reform, and developing noncredit English as a second language (ESL) options on and off campus.

- Co-requisite Support
 - Example - For each level below transfer, add 3 hours of lab support
- Placement reform - Using high school GPA/grades for placement in English I
- Non-credit ESL class, repeatable, no grade, capture apportionment
 - Serve less than 100 students in ESL program

J. Scott stated there is work to be done and highlighted the topics that need further research such as: assessment/placement reform in math, scale up Math 112, professional development, develop pathways as part of a First Year Experience reboot, and continue expansion of non-credit ESL offerings.

VP Ligioso thanked J. Scott for the great overview.

Enrollment Management Summit

Vice President Leslie Minor reported on the Enrollment Management Summit meeting that was held on February 26th. The summit encouraged thinking outside of the box for ideas to enhance enrollment strategies.

Some of the topics discussed were:

- Outreach (target audience, appropriateness of current advertising (i.e. movie ad)
 - Targeting students sooner (middle school/start of high school)
 - Last years of high school too late
- Large cap courses (bread and butter classes)
 - Cheap to run, lots of seats

- What courses to try
- Academies
 - Teacher academy
 - Sports academy (credit bearing)
- Boxing/Archery/Fencing
 - Experiment during the summer
 - Would they draw students in?
- Offering buy one get one (BOGO) for summer classes
- English/Math boot camps
- Skill builder courses
- Summer program reaching out to Cal State students
 - Market to 4 years schools
- Night and weekend cohorts
- Certification programs for computer programs
- Bottleneck courses
 - Science/communications
 - Offer more classes
- Transportation issues
- Service learning opportunities
- Reverse transfer, award degrees retroactively
- Principal's breakfast, opportunities for outreach
- Counselor's summit
- Things we need to do to push our numbers up.

Krysta Daily briefly discussed the transportation program and the work that ASSC did.

VP Minor added that budget will eventually play a role in the plan and would come back to the committee at a later date.

VP Ligioso thanked VP Minor and will invite her back to discuss the Enrollment Management Plan once finalized.

International Students

Shemila Johnson, Director of Enrollment Services, reported on international student enrollment and debt of that population. She provided a list of students for reference. She noted there were 51 active F1 students on a Visa, 36 of which arrived during the school's most active years (36 arrived Fall 2014-Spring 2016).

- Of the 51, 27 students owe (either for this semester, or prior semesters) approximately \$112,762.50. The other 24 students are paid in full.
 - Almost an even split

S. Johnson also discussed the fees as noted in the admission requirements. International students are held to the same standards for non-payment of fees, however, there has been no students dropped for non-payment, so there are students with balances.

Laurie Cheatham reported they are devising a plan to notify the students they have a past due balances. (Bombarding with email) She noted if they wanted to sign up for summer or fall classes, students would need to pay their balances in full. She is also working with some to create payment plans. L. Cheatham reported that many of the students had different ideas of when payment was due. She commented that she is working on being proactive and improving communication. She added that if students are not able to enroll, they would lose their status and have to return home.

- Most students take 16 units at \$243 a unit
- Need at least 12 units to stay in status ~ amounts to \$5k per year

Michael Wyly asked if there are appropriate policies in place. What kind of policy changes were made to date?

Vice President Greg Brown discussed what will be enforced.

S. Johnson noted the challenges with enrollment management if we drop students for non-payment.

Curt Johnston commented if you have students with over \$15k in debt, they are not likely to pay you back.

S. Johnson noted that as an Institution we need to decide if we will drop for non-payment or let students continue to enroll.

Francesca Sisto noted timing issues with the BOGG waiver and how it will not be feasible to hold students to that 10 day mark. (i.e. dropping students until their BOGG comes in).

VP Brown noted that payment guaranteed students (such as Veteran's, BOGG, Scholarship, etc.) are authorized to continue. He commented that he will follow-up next month to discuss.

K. Daily left the meeting at 3:15 p.m.

J. Lehfeldt asked if the program is in the red or black. S. Johnson will get back to group.

VP Ligioso asked VP Brown to come back and discuss at a future meeting.

Budget Update

Patrick Killingsworth gave a brief budget update:

- Position control
 - In process of reviewing files sent to managers
 - Reviewing vacancies and comparing to board approved positions
 - Will get done by the end of April
 - Largest piece of the budget
 - Salaries and benefits accounts for about 87%
- Required and Mandatory Costs
 - Examples of mandatory costs
 - Electricity, gas, maintenance costs, other utilities
 - Supplies for maintenance
 - Licensing for software
 - These account for about \$4.5 million dollars of the general fund budget
 - VP Ligioso added that supplies were discussed at the Dean's meeting
 - Deans are working to provide a list of required and mandatory kinds of expenditures for their areas.
 - Preliminary update by March 31.
- Roll up of 2016-2017 budget by mid-April

M. Wyly discussed conversations with Superintendent-President and state senate regarding institutional planning processes and the like. He commented that his colleague from the state senate also sits on the ACCJC Commission, where he noted that there is a need for clear apparatus on program review and how that influences the budget. Where are the needs identified? How are those needs funded? M. Wyly commented it would behoove us to connect those processes.

VP Ligioso agreed and commented that this is the first step for tying planning to resource allocation.

M. Wyly noted that there was a 3 year plan in place, but it was removed instead of being improved upon. He suggested that we have this dialog to use the document instead of starting from scratch.

Erin Farmer noted the plan was quite old and it was done in response to accreditation. She added that there was documentation and samples of it. However, the plans were not connected to Finance.

The group discussed institutional planning at length.

VP Ligioso commented that we need to determine institutional priorities and how planning ties to resource allocation. He added that time is short for coming up with the plan, Fall 2017 (accreditation visit) is not too far away.

VP Ligioso added that he envisioned resource requests going through the Fiscal Advisory Committee. Similar to the instructional supplies budget.

P. Killingsworth commented that hourly and supplies will be looked at more this year. He reiterated that a full roll up will be done by the middle of April. He noted that he has projections for FTES, will get revenues numbers in May, after the May revise. P. Killingsworth added that for restricted funds, we will assume 95% of prior year funding. He noted he will be meeting with the restricted funds managers.

Next Meeting

Revisit Institutional planning.

L. Minor to invite accreditation leads to future fiscal advisory committee meeting.

J. Lehfeltdt left the meeting at 3:42 p.m. Quorum was lost.

Adjournment

The meeting adjourned at 3:44 p.m.

Respectfully submitted by Laura Convento