

**District Strategic Planning & Budget Council**

**Monday, August 1, 2022 - 2:00–3:00 p.m.**

**Zoom Meeting**

**Meeting Notes**

<b>Chair:</b>	<b>Sahar Abushaban</b>	<input checked="" type="checkbox"/>	Members Present		
Administrators Assoc.:	Nicole Conklin for Wayne Branker	<input checked="" type="checkbox"/>	Administration:	Joan Ahrens	<input type="checkbox"/>
				Nashona Andrade	<input type="checkbox"/>
AFT:	Jim Mahler	<input checked="" type="checkbox"/>		Michele Clock	<input checked="" type="checkbox"/>
				Jennifer Fujimoto	<input checked="" type="checkbox"/>
CSEA:	Colleen Parsons for Patty Sparks	<input type="checkbox"/>		Marsha Gable	<input checked="" type="checkbox"/>
Conf. Administrators:	Marshall Fulbright	<input type="checkbox"/>		Aimee Gallagher	<input checked="" type="checkbox"/>
Confidential Staff:	Valeri Wilson	<input checked="" type="checkbox"/>		Brianna Hays	<input checked="" type="checkbox"/>
GC Academic Senate:	Pearl Lopez and Steve Davis	<input checked="" type="checkbox"/>		Eric Klein	<input checked="" type="checkbox"/>
				Craig Leedham	<input checked="" type="checkbox"/>
CC Academic Senate:	Manuel Mancillas-Gomez	<input checked="" type="checkbox"/>		Todd McDonald	<input checked="" type="checkbox"/>
				Bill McGreevy	<input checked="" type="checkbox"/>
Students Reps:	Seinna Shaba (interim)– CC Sara Laila – GC	<input type="checkbox"/> <input type="checkbox"/>	Also Attending:	Alicia Munoz	<input checked="" type="checkbox"/>
				Lynn Neault	<input checked="" type="checkbox"/>
Classified Senate	GC Michele Martens CC Katie Cabral	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Recorder:	Kerry Kilber Rebman	<input checked="" type="checkbox"/>
				Jessica Robinson	<input checked="" type="checkbox"/>
				Nicole Salgado	<input type="checkbox"/>
				Denise Whisenhunt	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input checked="" type="checkbox"/>

Item	Summary/Action
1. 2022-23 COVID-19 Emergency Conditions Allowance <ul style="list-style-type: none"> <li>• Final Extension Requirements               <ul style="list-style-type: none"> <li>○ Emergency Conditions Recovery Plan</li> <li>○ District Certifications</li> </ul> </li> <li>• FTES Summary</li> </ul>	<p>Sahar thanked everyone for attending and began going over the memo from the State Chancellor’s Office explaining the memo to extend the Emergency Conditions Allowance one more year where the District will continue to use 2019-20 P1 FTES for fiscal year 2022-23. Sahar went over the requirements to be eligible for the extension. The application deadline is September 1, 2022. The District’s Full-Time Faculty Obligation (FON) will be based on the emergency conditions FTES.</p> <p>Sahar presented the FTES comparison using Emergency Conditions Allowance vs. the actual FTE including 3 year projections through 2025-26. She explained the purpose of</p>

	<p>the summary is to show as we drop the highest years since credit FTES is based on 3-year average, the FTES will drop to 15,236 in 2025-26 compared to 17,035 in 2022-23. The projections include a growth in FTES by 5% increase every year. This also highlights the importance of the districtwide effort in enrollment and enrollment management.</p> <p>Emergency Conditions Allowance Memo (<a href="#">LINK</a>)</p> <p>FTES Comparison Using Emergency Conditions Allowance (<a href="#">LINK</a>)</p>
<p>2. 2020-2021 Recalculation Apportionment - Final</p>	<p>The District received the recalculation for the final apportionment for 2020-21. There was no State deficit on the final report.</p> <p>2020-2021 Recalculation Apportionment (<a href="#">LINK</a>)</p>
<p>3. 2021-2022 Second Principal Apportionment – P2</p>	<p>The District received P2 apportionment at the end of June. There was no State deficit, the state will fund the District for the full apportionment amount.</p> <p>2021-2022 Second Principal Apportionment (<a href="#">LINK</a>)</p>
<p>4. 2022-2023 Approved State Budget</p>	<p>Sahar reported that the State approved budget is linked, and the joint analysis is included as well, which is a large report. A Final Budget Summary is also linked for easier reference. This summary presents the major highlights of the budget including COLA, base increase and basic allocation increase. Sahar went over the hold harmless provision in the budget where it will end by 2024-25 and the funding will become the new base for the District for the future years. The District is not going to be funded below the year 2024-25 amount. The new base will not be increased by the COLA if it is included in the State budget. There will be no new revenue until the SCFF calculation is higher than year 2024-25 funding amount.</p> <p>Sahar went over the one-time funding included in the State budget including retention and enrollment efforts, deferred maintenance, COVID-19 block grants, and technology upgrades. Sahar went over the new employer contribution rates for STRS and PERS for 2022-23 and presented a 3-year summary of the rates. Salary also went over the Student Centered Funding Formula (SCFF) rates for 2022-23.</p> <p>Joint Analysis Enacted 2022-2023 Budget (<a href="#">LINK</a>)</p> <p>2022-2023 Final Budget Summary (<a href="#">LINK</a>)</p> <p>2022-2023 Final Budget Summary (<a href="#">LINK</a>)</p>

<p>5. Update on Closing 2021-22 Fiscal Year and 2022-23 Adoption Budget:</p> <ul style="list-style-type: none"> <li>• 7/28/2022 last day to pay June invoices</li> <li>• 8/1/2022 Open POs roll to the new year</li> <li>• 8/5/2022 Post final accruals – Revenue &amp; Expenditures</li> <li>• 8/8/2022 Final review of all funds</li> <li>• 8/12/2022 General Fund closes</li> <li>• 8/19/2022 Supplemental Funds close</li> <li>• 8/24/2022 Issue 2022/23 AB Income Allocation Formula</li> <li>• 8/30/2022 Finalize Fixed Cost increases Estimates</li> <li>• 9/2/2022 Finalize 2022/23 Adoption Budget</li> <li>• 9/14/2022 Board approves Adoption Budget</li> <li>• 10/10/2022 Annual Financial &amp; Budget Report (CCFS 311) due</li> </ul>	<p>Sahar gave an update on closing 2021-22 fiscal year. And went over each bullet. She mentioned each date and what needs to happen.</p>
<p>6. 2021-22 Budgeted Deficit</p> <ul style="list-style-type: none"> <li>• Budgeted 1% deficit - \$1.2 million</li> <li>• Recommendation to increase reserve</li> </ul>	<p>Sahar stated that when the 2021-22 budget was developed, the District built in a 1% deficit in anticipation of State deficit - \$1.2M. Since P2 report did not include any State deficit, the recommendation is use the deficit amount to increase the reserve. The District is developing a plan to increase the contingency reserve over several years and will come back to DSP&amp;BC for discussion and recommendation. However, one of the recommendation is to use the \$1.2M to increase the reserve.</p> <p><b>Action:</b> This will return to the agenda in the future for discussion.</p>
<p>7. Strategic Plans for 2021-22 Ending Balance Use</p> <ul style="list-style-type: none"> <li>• Additional to increase the reserve</li> <li>• Future PERS/STRS increases</li> <li>• Technology implementation/improvements</li> <li>• Workday improvements</li> <li>• Facilities needs</li> </ul>	<p>Sahar reported that 2021-22 ending balance is high this year due to using HEERF funds to offset UGF expenditures.</p> <ul style="list-style-type: none"> <li>➤ The recommendation is to add additional funding to increase the reserve from the ending balances. And put money aside to fund future STRS and PERS increases, Workday, technology improvements, and facility needs.</li> </ul>

<p>8. Strategic Hire Requests</p> <p><b>Cuyamaca College:</b></p> <ul style="list-style-type: none"> <li>• Maintenance Supervisor</li> </ul> <p><b>Grossmont College:</b></p> <ul style="list-style-type: none"> <li>• Custodian</li> <li>• Student Services Assistant</li> <li>• Tutoring Center Specialist</li> </ul> <p><b>District Services:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Jessica and Denise went over the Cuyamaca College and Grossmont College Strategic Hire Requests. There was no opposition for these positions moving forward.</p> <p>Strategic Hires 8.1.22 (<a href="#">LINK</a>)</p>
<p>9. Other Items:</p>	<p>Alicia asked if hire letters would be able to go through Workday. Sahar answered that hire letters are part of the student system, instead of the employee system, which is why the hire letters are unable to go through Workday at this time, however, it is something to review as part of the Workday improvements team that is being developed right now to look at improvements and enhancements to Workday. Alicia asked why the letters are on the student side, Lynn answered that the student Workday system is still in development and not ready to be implemented yet.</p>
<p><b><u>Next Meeting:</u></b> <u>Tuesday, <b>September 6, 2022</b>, 2:00-3:00 p.m.</u></p>	