

APPROVED MINUTES
Yosemite Community College District
District Fiscal Advisory Council
January 31, 2019

Present: Jenni Abbot, Kevin Alavezos, Al Alt, Coni Chavez, Doralyn Foletti, Josh Hash, Judy Lanchester, Amy Lovett, Judith Martinez, Crista Noakes, Melissa Raby, Nathan Rien, Jim Sahlman, Brian Sanders, Sarah Schrader, Trevor Stewart, Susan Yeager, Henry Yong

Council Members Absent: Ashley Griffith, Curtis Martin, Sherri Suarez, Jennifer Zellet, ASMJC Student Designee, ASCC Student Designee

1. Welcome and Introductions

Vice Chancellor of Fiscal Services, Dr. Susan Yeager welcomed the Council members and briefly explained that the District Fiscal Advisory Council (DFAC) will be held year-round. Meetings will be scheduled once a month in two-hour increments and may be held at the District Office Building, Gene Bianchi Center in Oakdale or via Zoom.

To address concerns brought up during the accreditation visit, Dr. Yeager explained the DFAC meeting will help lessen the gap of communication concerns between the District and Colleges. The meeting will provide an opportunity for the campuses to discuss fiscal topics with council representatives and provide input.

Dr. Yeager said the DFAC packet provided to the council is in draft form and is provided as a way to start the discussion on the structure and charge of the Council. The council will focus on fiscal services issues and will not interfere with college operations. The council will review fiscal items at a District level.

Council members provided introductions.

2. Membership

Dr. Yeager explained the council membership was discussed and established during the Partnership Resource Team (PRT) visit.

The Council reviewed and discussed the membership list provided in the DFAC packet to ensure that the list included representatives from each colleges' primary governance and constituent groups. Council members may designate a replacement for future meetings if necessary. It was recommended that the Columbia College Classified Senate and Information Technology representatives be included in the council meetings. The membership list will be revised for the February meeting.

3. Roles and Responsibilities

Council members will provide input on Fiscal Services issues and information to the District as well as back to their constituents at the colleges. Dr. Yeager indicated that council members sharing information from DFAC meetings with the colleges and represented groups will help strengthen communication across the District. Determining how information will flow through the various committees will be discussed further in future meetings.

4. Partnership Resource Team (PRT) – Menu of Options (MOO)

The MOO recommended the establishment of a workgroup to draft a formal charge document that establishes the purpose and need of the Fiscal Council as well as the relationship of the Council to other Central Services Councils and Committees. The MOO states the Council should consider a mid-year assessment of the Strategic Plan. The Strategic Plan is not within the scope of this Council; it is within the scope of the Chancellor's office.

Dr. Yeager reported that the original idea for the PRT \$75,000 funding was to hire a facilitator for meetings and/or a consultant to assist with the development of the new Resource Allocation Model. Prior to hiring a consultant, it was suggested that the council will review the District's current RAM and other models to determine the pros and cons of each model and how it can be changed to better fit the District.

5. Council Map

Dr. Yeager explained the District Council and District Administrative Council are organized through the Chancellor's office. She proposed that the DFAC be ran through the Vice Chancellor of Fiscal Services' office and will make recommendations to the Chancellor. The DFAC will also report out to District Council and, when appropriate, the Board Finance Committee and the Board of Trustees. The Council reached consensus on the flowchart presented of the proposed relationship between the DFAC and other Central Services' councils and committees.

The DFAC agenda and minutes will be placed on the Fiscal Services website. By suggestion of the Council, a separate BoardDocs subscription may be considered to organize agendas and minutes for the DFAC meetings. Dr. Yeager will look into the BoardDocs subscription.

6. Charter

A draft Charter was presented to the Council to provide a starting point for discussion. The Council discussed the wording and organization of the bullet points in the draft charter extensively and determined some of the bullet points should be reworded to provide clear intent of the DFAC. The draft charter will be revised by Dr. Yeager's office and will be agendized for the February DFAC meeting for Council review.

The charge includes Enrollment Management for the DFAC. The Enrollment Management work in regards to DFAC may change depending on any future representative changes. When Enrollment Management discussions are scheduled to take place to discuss metrics data, the appropriate subject matter experts will be invited to the DFAC meetings.

Dr. Henry Yong, Chancellor, explained the DFAC is an opportunity for the colleges to inform the District and help the District understand the specific needs of the colleges to help allocate resources. He hopes the new Resource Allocation Model will be more responsive to the needs of the colleges. Dr. Yong affirmed that the DFAC will not direct colleges as to how to offer instruction, that remains the responsibility of the colleges.

Dr. Yeager stated we need to work to understand the new Student Centered Funding Formula (SCFF). The colleges should be making decisions based on the student needs and outcomes. Fiscal Services will work in collaboration with the colleges to obtain better solutions in regards to Enrollment Management.

The DFAC is not a voting Council. Recommendations will be based on the consensus of the Council. In the event consensus is not met, differing viewpoints will be brought forward with recommendations to the Chancellor and the Chancellor will make the final decision. The membership information will be added to the charter. The DFAC will compare the charter to that of the District Council charter as reference for determining if quorum is required in this environment.

7. 2018-2019 Council Priorities

The main priorities for the Council for the remainder of the year will be the development of the 2019-20 Budget and the Resource Allocation model.

The Facilities and IT Total Cost of Ownership plans (TCOs) will also need to be considered within the totality of all available resources and needs. The TCOs are two examples of unfunded liabilities for the District. Some ways of funding the plans include savings from current operations and projects and possibly a future bond measure.

7.1 Information Technology Total Cost of Ownership

Josh Hash, Director of Enterprise Services for Information Technology reported out on the draft Information Technology Total Cost of Ownership plan. The draft plan followed the governance process. The draft plan has assisted Information Technology in reviewing cost effective strategies and the development of metrics pertaining to current and future projects.

7.2 Facilities Total Cost of Ownership

Dr. Yeager reported out on the Facilities Total of Ownership plan. The plan followed the governance process. The plan does not prioritize projects but will be utilized as a tool for decision-making based on available resources and needs in relationship to all other needs.

The Facilities Assessment, conducted every four years by the State Foundation is being conducted at this time. The assessment team reviews square footage and conditions of the facilities. The information is provided in a report through FUSION and will augment the information found in the Facilities TCO for decision-making purposes.

7.3 Facilities Planning & Operations Work Order Procedure and Special Funding Project Guidelines

Judy Lanchester, Director of Facilities Planning & Operations, provided a brief summary of the draft Work Order Procedure and the draft Special Funding Project Guidelines document. The Special Funding Project Guidelines document came from discussions with the colleges concerning special funding for projects and the need to define what is funded by the District. The Special Funding Guideline has been beta tested on Strong Work Force projects.

Dr. Yeager requested the council review the draft documents. A discussion to address possible revisions to the documents as well as District responsibilities verses College responsibilities in regards to facilities maintenance will be held at the February meeting.

8. 2019-2020 State and District Budget

8.1 2019-2020 State Budget

Dr. Susan Yeager reported the SCFF would stay at 70/20/10 per the Governor's budget proposal. The second year of College Promise has been funded. There is \$1.1 billion included in the budget to buy down the CalSTRS unfunded liability. The CAL Grant programs have been expanded. There is a 3.46% COLA proposed for the base rates and some categorical programs. Enrollment growth will be funded. There is a proposed 10% cap on year-to-year growth for the student success allocation proposed. The COLA will be determined in before May revise.

8.2 2019-2020 District Budget

Dr. Sarah Schrader, Controller provided an outline of the 2019-2020 Budget Planning Timeline document. Future bullet points will include discussions relating to budget assumptions, revenue assumptions and expenditure targets. The Controller's office is currently working on permanent positions and salary fringes. Human Resources is currently working to update permanent positions in regards to the Faculty agreement. In the meantime, the Controller's office will be sending out spreadsheets with last year's information. Once Human Resources has completed the permanent positions information, the Controller's office will send out an updated spreadsheet.

Once this process is completed, the Controller's office will begin working on revenue assumptions, running models and looking at the enrollment.

March 8, 2019, the budget targets will be distributed and by April 15, 2019, the budget managers will submit operational budgets. The tentative budget is due to the Board of Trustees in June 2019. The Controller's office will be working to expand information in the Budget Booklet by location and provide additional fund information.

9. Future Meeting Dates

The Council agreed the third Thursday of each month from 1:00 p.m. to 3:00 p.m. will work for the majority of the group. The Fiscal Services office will send the invitations. The Columbia College staff will have the ability to participate in the meeting via Zoom. A conference room will be delegated at Columbia College at a later date. Dr. Yeager would like Modesto Junior College and Central Services staff to attend in person if possible. There will be times a meeting will require physical attendance by all participants.

10. Adjournment

The next District Fiscal Advisory Council Meeting will be held on Thursday, February 21, 2019, at 1:00 p.m. in the YCCD District Office, Meeting Room A, located at 2201 Blue Gum Avenue, Modesto, California and CC Manzanita President's Conference Room, located at 11600 Columbia College Drive, Sonora, California