



BUDGET AND RESOURCE ALLOCATION COMMITTEE PASADENA AREA COMMUNITY COLLEGE DISTRICT MINUTES

Thursday, February 25, 2016 - 2:30 p.m. - President's Conference Room – C233

MEMBERS

- ☒ Danny Hamman, Co-Chair, Faculty
- ☒ Dr. Bob Miller, Co-Chair, Business & College Services

Associated Students

- ☐ Emily Samvalian
- ☐ Chris Langstaff

Faculty

- ☒ Mary-Erin Crook
- ☒ Rod Foster
- ☒ Julie Kiotas

Management Association

- Arkova Scott
- ☒ David Le Claire

Classified

- ☐ Jeff Wojcik, Classified Senate
- ☒ Gary Potts, PCC-FCT
- ☐ Julio Huerta, PCC-CFT, Alt.
- ☐ Richard Harsha, CSEA Alt.

Resource Representatives

- ☐ Robert Bell, Sr. VP Non Credit & Offsite
- ☒ Joe Simoneschi, Executive Director, Business Services
- ☒ Diane Mandrafina, Fiscal Services
- ☒ Laconia Fennessy, Fiscal Services
- ☒ Cha Mancini, Business Services

Guest

- ☒ Crystal Krollross, Inst. Effectiveness
- ☒ Paul Jarrell

1. **Call to Order and Introductions**

Meeting called to order at 2:35 p.m. BRAC Members were welcomed.

2. **Public Comment**

None at this time.

3. **Approval of Minutes – January 28, 2016.**

M/S/p D. LaClaire/ R. Foster. Committee approved minutes as presented.

4. **Enrollment Management Basics: Apportionment, FTES, Enrollment Management**

Presenter: Dr. P. Jarrell, Dean, Instructional Support

Dr. Jarrell presented on Enrollment Management Basics in relation to the college conscious decision to increase, decrease, or modify enrollment.

A. The following subjects were reviewed and discussed:

- Enrollment Management and the Budget
- Sources of CCC Funding
- FTEs/FTEs Calculations
- True Cost of Education
- Education Code 84362 (d) / 50% of the Law
- PCC 001 Cost (Faculty Salary) Benefits Analysis
- Factors that Impact if a Class is offered.

- B. Dr. Jarrell also discussed PCC's Enrollment Management Plan and areas for PCC to consider.
- FTEs Target (Base and Growth, Credit, Non-Credit and Enhance Non-Credit)
 - Enrollment Goals (General and Specific populations)
 - Present Resource allocation
 - Transfer, CTE, and Basic Skills
 - Is Funding support available to support the Plan?
 - Student Services, Tutors, Marketing, etc.

5. Budget Retreat Report

Presenter, Crystal Kollross, Director, Institutional Effectiveness

Mrs. Kollross reported on the 2016 PCC Budget Retreat – Integrated Planning. PCC campus staff, administrators, faculty and Shared Governance committees attended the PCC budget event.

- A. The following four categories were reviewed and discussed:
- Personnel and Professional Development
 - Non-Instructional Equipment and Supplies
 - Instructional Equipment and Supplies
 - Facilities and Maintenance
 - Strategic Initiatives:
 - Student Success, Equity and Access
 - Institutional Effectiveness
 - Community Engagement
- B. The following were some of the *take aways* from conducting the Integrating Planning/PCC Budget Retreat.
- Model Needs a lot of Work
 - Requested Annual Updates were too rushed
 - Structure Needs to be Reviewed
 - Time Frame for Completion Needs to be Adjusted
 - Prioritization Process was Cumbersome
 - Instructions were not clear for faculty, staff, and managers
 - Additional PD on College Budgeting
 - Allow more time for Campus-Wide in-put and dialogue
- C. The Next Steps to Follow are:
- Posting of Final Prioritization List and all other Integrated Planning documents, including the Annual Updates, to the integrated Planning Webpage.
 - Review of Surveys results including open-ended Q's by P & P
 - Review of the model by P & P with any revisions to go through Shared Governance

6. Adjournment

Meeting Adjourned at 4:05 p.m.

(All documents/handouts provided to the Budget & Resource Allocation Committee are posted to the BRAC site under News & Events <http://www.pasadena.edu/departments/newsevents-v2.cfm?dept-com-brac>