

**Cypress College
Planning and Budget
Committee Minutes of October
3, 2019**

Present: Belinda Allan, Victor Chaing, David Dang, Christie Diep, Carmen Dominguez, Phil Dykstra, Brian Gomber, Craig Goralski, Eileen Haddad, Julie Phan, Alexander Porter, Brian Seiling, Jason Thibodeau, Maraya Zavala

Resource Advisors: Yongmi Han, Flor Huerta, Thu Nguyen, Marc Posner, Rick Rams, Eldon Young

Guests: Samreen Manjra

Recorder: AeYoung Kim

1. **Public comment on agenda items**

No comments at this time.

2. **Minutes** – Minutes from the September 19th meeting were approved.

3. **Student Center Funding Formula**

Overview

There is a funding formula that is currently being employed at the district by the chancellor's office to allocate funds to all the districts across the state. It is comprised of three major components. The first being the Base Allocation, for example, 70% of your overall allocation is based on FTES that you generate. The second part being the Supplemental Allocation which is based on Pell Grant recipients, AB540 Students, California Promise Grant recipients, and the third piece is the Student Success Allocation which is the performance measures, degrees achieved, certificates awarded, and transfers for Math and English. Each of these is based on a spread that the state has determined. A document was shared with the committee which provided the numbers of unduplicated counts for people in those specific positions. Previously the colleges were funded strictly on FTES and the state allocated dollars from each of the District with a 320 Report, which is an attendance report.

Cypress Specific

The District has implemented the Hold Harmless provision which means based on how the formula is calculated, it will not be funded any lower than it was the beginning of the fiscal year 17/18. The district has decided to not use the Hold Harmless dollars that they received. Dollars will be broken out based on the performance and eventually the Hold Harmless dollars will disappear and in the interim, the district has chosen to accumulate those dollars as one time funds.

The committee was updated on the Student Success Allocation at Cypress College. The ADT and Certificates is where money is being generated, and the percentage is a bit lower on the transfer and the transfer math and English areas.

4. **Program Review Overview**

The committee was updated on the Program Review process and how it is tied together with the budget process. Within the form, there is one page that asks the departments to discuss their budget and allocations. The Program Review committee would appreciate feedback regarding

questions such as, should additional information be added? And what other types of information would you like to see? The form will include information on their own budgets listing all the resources and budget needs that they may encounter for those 4 years.

Phase one is now complete which was taking the original traditional form and small modifications were made to help strengthen some of the budget requests along with other information. Instructional program review cycle lasts for four years.

The form will be brought back and presented to the committee at the next PBC Meeting. It was also suggested that in the future there could be working sessions where the committee members could review process, forms and emergency requests.

5. **Strategic Plan Champions**

A discussion took place about how we can get a broader representation to help achieve the objectives, showing what the progress is and giving an evaluation. Further discussion to follow.

6. **Other**

The next meeting will be a working meeting to be held on Thursday, October 17, 2019

Meeting concluded at 2:45 p.m.