

# May Revise Task Force Meeting Notes for June 5, 2020

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## **In Attendance:**

### ***PBC Members:***

Carla Walter, Vice Chancellor Finance & Admin., Co-Chair

Jennifer Shanoski, PFT President

Scott Barringer, Local 39 Representative

Jamille Teer, SEIU Representative

Adil Ahmed, Executive Fiscal Director

De Doan, Institutional Research Designee

Kawanna S. Rollins, Classified Senate President

Fred Bourgoin, Faculty Senate President, PBC Co-Chair

Donald Moore, DAS President

Thomas Renbarger, Academic Senate President

Brad Balukjian, Budget Committee, Co-Chair, Merritt

Andrea Stokes, Capital Outlay Coordinator

Joseph J. Bielanski, Jr., DAS Representative

Richard Ferreira, Executive Assistant, Finance (Minutes)

## **Absent:**

David Johnson, Interim President, Merritt College

## **I. STANDING ITEMS**

1. Called to order: 9:34 am
2. Adoption of the Agenda for June 5, 2020
3. Approval of Minutes – First meeting, there are no minutes.

## II. DISCUSSION/APPROVAL

### 1. Membership Review, Charge, and Timeline of the task force

#### Membership Review

David Johnson, Interim President, Merritt College – Administrator  
De Doan, Institutional Research Designee  
Jennifer Shanoski, PFT President  
Brad Balukjian, Budget Committee, Co-Chair, Merritt  
Scott Barringer, Local 39 Representative  
Kawanna S. Rollins, Classified Senate President  
Adil Ahmed, Executive Fiscal Director  
Carla Walter, Vice Chancellor Finance & Admin., Co-Chair  
Jamilie Teer, SEIU Representative

#### The Charge

Suggestions:

1. Look at the Budget Scenarios to make a recommendation to the PBC on in terms of budget assumptions.
2. The Charge of the May Revised Task Force, a subgroup of the PBC, will recommend a direction based on FY 2020-21 budget assumptions.

#### Agreed upon Charge:

**The Charge of the May Revised Task Force, a subgroup of the PBC, will recommend a direction based on FY 2020-21 budget assumptions to identify areas where we can account for possible shortfalls.**

#### Timeline

(See meeting dates below)

### 2. Review of PBC's Budget Guiding Principles

The PBC established Guiding Principles in the event of budget reductions:

- (1) Minimize impact on students
- (2) Reduce layoffs and job losses and a balance of any reduction in force; Use Categorical Funds first for salaries
- (3) Keep productivity levels intact
- (4) Maintain a 10% reserve
- (5) Keep the mission and the colleges intact
- (6) Explore revenue opportunities

### **Action Item:**

Ensure that Guiding Principles are communicated up to the Board of Trustees and to our colleges.

### **3. Review and discussion of budget scenarios**

Information on all the documents shared are available at the Team Site.

2020/21 Tentative Budget Assumptions were discussed and reviewed by Adil Ahmed. He requested it noted that the copy on Teams needs to be updated.

5% Reductions were discussed and reviewed.  
Everyone was reminded that this is one scenario.

20% Reductions were discussed and reviewed.  
It is believed it will not keep the colleges in tacked.  
This means that we would clearly be laying people off.  
This is another scenario.

Golden Handshake without a reduction  
Possible there are some people who may want to retire and that may benefit the District.  
Saving for the District, however, wouldn't be until 2021-22.

The final scenario shows a SERP with Position Management.  
Funded but not filled positions scenario that would keep us from possibly having not to reduce work force, but not fill open positions based on current positions and funds.

### **Action items:**

VC Walter suggested a conversation at the colleges with Presidents and Business Directors that the provided allocations based on FTES and information brought back to the Task Force.

Jennifer Shanoski volunteered to obtain the Parcel Tax data and bring to the next meeting.

Brad Balukjian recommended that each college could determine what the Part-Time Faculty Costs are and bring it back to the next meeting.

Scott Barringer requested that the vacant positions be presented at the next meeting.

**Concerns noted:**

Part-Time Faculty is the only group with a 50% cut.  
Not one group is being targeted.  
Classified already received a large cut.

**III. NEXT MEETING**

Task Forces are to work through the summer because the other committees do not meeting during this time.

**Important Dates:**

June 30, 2020 is an important date and will know what the state budget will be.

By August, if there will be any Federal Stimulus monies.

Board of Trustees meeting to adopt the Tentative Budget on June 23, 2020.  
Three (3) months to finalize the Adopted Budget.

October Board of Trustee meeting submittal of the Adopted (Final) Budget.  
Submit by 09/24 for the 10/13 BOT meeting (or)  
Submit by 10/08 for the 10/23 BOT meeting

**Scheduled Meetings:**

1. Wednesday, July 1, 2020 9:30 am
2. Wednesday, July 15, 2020 at 9:30 am
3. Wednesday, August 5, 2020 at 9:30 am
4. Wednesday, August 19, 2020 at 9:30 am

**IV. ADJOURNMENT**

Meeting was adjourned at 11:38 am.