

### **CALL TO ORDER**

President Moore called College Council to session at 2:03 p.m. The meeting was held via Microsoft Teams and Ms. Moore reviewed meeting logistics.

### **ATTENDEES**

**Council Members Present:** Mary-Rita Moore, Erica Baffa, Andrea Bangura, Humberto Espino, Dayanne Figueroa, Michael Flaherty, Audrey Jonas, Kevin Li, James Malarski, Vezire Osmani, Susan Rohde, Purva Rushi, Megan Sroka, Shelley Tiwari, Kurian Tharakunnel.

**Council Members Absent:** Christopher Clem.

**Others Present:** Garry Abezetian, Sandra Berryhill, Susan Campos, Derrell Carter, Mary Casey Incardone, Maria Correa, Raquel Cotuno, Jean Dugo, Beth Dunn, Kayla Gagliardi, Mike Garrity, Nancy Gama Guzman, Joe Klinger, Justyna Koc, Jodi Koslow Martin, Lauren Kosrow, Kris McCall, Shivonne McKissie, Hilary Meyer, Amy Pinc, Gretchen Reyes, Jessica Rubalcaba, Calixta Silva, Christina Skasa, Angela Staunton, Sean Sullivan, Brenda Jones Watkins.

### **APPROVAL OF MINUTES**

Dr. Flaherty made a motion to approve the minutes of the June 15, 2020 College Council meeting and the July 20, 2020 College Council Retreat, seconded by Ms. Baffa. The motion carried unanimously.

### **HOT TOPICS**

None.

### **OPERATIONAL ASSEMBLY**

Mr. Tharakunnel reported that the first meeting of the academic year will be held on September 14.

### **ACADEMIC SENATE**

Dr. Flaherty reported that Senate will meet next week on September 8. He noted that even with the calendar change in October, the Academic Senate schedule will remain with the meeting on the third Tuesday. Dr. Flaherty also reported on two Senate subcommittee chair changes due to resignations. Christopher Clem will assume the Chair of the Academic Support Committee from Aja Gorham, and Krysti Reese will assume the Chair of the Assessment Committee from Lauren Kosrow.

### **STUDENT SUCCESS**

Ms. Tiwari reported that the Guided Pathways website went live this morning showing the college's areas of study. This is a Phase 1 rollout that simplifies academic offering, and more information will be developed and added. Also, the Guided Pathways Steering Committee prepared a video update that is available for viewing in the Guided Pathways and Center for

Teaching Excellence portal pages. Lastly, Ms. Tiwari stated that Departments, Chairs, and Coordinators will be receiving emails requesting feedback on draft program maps.

President Moore acknowledged the work of the Guided Pathways Steering Committee, and mentioned that her Institutional Update is also available on the CTE portal page.

## **OLD BUSINESS**

### **COLLEGE COUNCIL FY 21 GOALS**

Dr. Rushi reported that the goals discussed at the retreat were posted in the Council's Discussion Board and feedback has been positive. The goals are:

- Council will provide feedback on Guided Pathways implementation.
- Council will expand scope of communication at Council meetings and to employee groups and departments.
- Council will provide feedback on the development of the next strategic plan.

Dr. Flaherty made a motion to accept these goals for FY 21, seconded by Ms. Bangura. The motion carried unanimously.

### **STRATEGIC PLAN MID-YEAR REPORT**

Dr. Rushi noted that the report was provided to Council in their agenda packets and is also available for review on the website.

### **STRATEGIC PLAN DEVELOPMENT**

Dr. Rushi reported that three goals have been drafted to be accomplished over the three years of the new Strategic Plan. She hopes to share the goals at the next meeting and engage College Council in their development over the next few months.

### **HLC VERIFICATION VISIT**

Dr. Rushi reminded that the HLC Visit was held virtually in April, and the Department of Education rules are for a follow-up, in-person verification visit to confirm the findings. The visit is scheduled for September 23, 2020.

## **NEW BUSINESS**

### **INSTITUTIONAL FINANCES**

President Moore commented that she felt it important for Council to hear about the pandemic's impact on the college's finances, our ability to serve our community, changes in enrollment patterns, and increase in need. To that end, Vice President of Business Services Sean Sullivan provided the following update on institutional finances.

Mr. Sullivan explained that the original community college funding formula intended for one-third of necessary funds to come from each of three sources: local tax revenue, tuition & fees, and state funding. Sources of revenue for FY 20 were reviewed, with about \$26 million coming in from both local tax revenue and tuition & fees. State funding received, however, was only \$5.3 million, which is less than 9 percent.

FY 20 ended with a deficit of over \$1.3 million. This amount includes the \$2.1 million received from CARES Act funding. The college's reserves, or fund balance, as of June 30, 2020 is \$7,563,720. The FY 21 tentative budget, anticipating flat enrollment, projects a deficit of \$8.5 million. The fall enrollment is currently down 7 percent, and Mr. Sullivan explained that each percentage point in enrollment represents a quarter of a million dollars. If enrollment stays the same through 10<sup>th</sup> day, the projected deficit for FY 21 would be over \$10 million.

Mr. Sullivan stated the critical importance of enrollment both to college finances and to ensuring that we are serving the community and students who need us.

There was discussion about the different factors that go into the budget analysis, including adjunct needs as credit hours fluctuate, the timing of potential class cancellations, the number of students in classes, unemployment insurance costs, etc. It was pointed out that 82 percent of the budget is salary & benefits, and salary increases account for a large portion of the higher expenditures for FY 21. Administration, with the support of the Board, are trying to do all it can to avoid measures such as lay-offs, looking for cuts that won't hinder the operations of the college.

Past financial issues were referred to, and sparked discussion on measures to resolve such issues, including as the following. A retirement incentive was recently offered to all full-time employees which may have an impact on the budget situation. Budgets can be encumbered, for example an area may have budgeted for \$1,000 in office supplies and \$500 could be encumbered. There was a suggestion that with many students appearing to take a year off, there could be an enrollment jump next year.

It was emphasized that the budget is still tentative, and many tweaks will be made between now and the final budget which will go the Board in September. President Moore assured that the administration has been in conversation with the collective bargaining group leaders, and that dialogue will continue.

#### **NEXT MEETING**

The next meeting of College Council is September 21, 2020. Council members were asked to send their feedback on meeting platforms. President Moore commented that she expects meetings to take place in a virtual format through the end of the year.

**OTHER**

President Moore reminded of the importance of continuing to build habits to support our community health, asking everyone to use the Campus Clear App every time they come to campus and observe the 3 W's. Wear a Mask, Wash your hands, Watch your Distance!

**ADJOURNMENT**

Dr. Flaherty made a motion, seconded by Ms. Baffa, to adjourn the meeting. College Council was adjourned at 2:52 p.m.

/sp