Program Viability Committee Summary

September 26, 2024, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Tricia George (Humanities/Interim Curriculum Committee Chair), Jennifer Paris (ECE), Jesse Vera (MESA Counselor), Karl Striepe (Political Science), Erika Torgerson (Counselor), Jason Hinkle (Classified Administrator, Associate Vice President, Business Services), Jason Burgdorfer (COCFA), Erin Tague (Assistant Superintendent/VP, Facilities Planning), Jim Temple (VP, Institutional Development & Tech, Computer Support Services), Ruth Rassool (English, Adjunct Rep), Kathrina Almero-Fabros (Faculty Clinical Coordinator, PTA Program)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Paul Wickline (Associate VP, Instruction),), Jennifer Brezina *(Associate Vice President of Instructional Services & Dean, Instructional Services and Public Safety),* Cindy Leung (Art), Jennifer Smolos Steele (Dean, Visual & Performing Arts), Michael McCaffrey (Art), Nadia Monsov (Psychology), Ruth Rassool (Adjunct, English)

I. **Routine Matters**
   1. Call to order: 10:05 am
   2. Approval of the 9/12/2024 meeting minutes
      i. Motion to approve the meeting minutes by Dr. Jim Temple, seconded by Jesse Vera. Dr. Jennifer Brezina proxy for Dr. Omar Torres (yes , vote). Unanimous. Approved.
   3. Approval of the Agenda
      i. Katherina Almero-Fabros is a new At-Large voting member.
      ii. The agenda was re-ordered to move the Ceremaics program first.
      iii. Motion to approve the modified agenda by Jesse Vera , seconded by Tricia George. Dr. Jennifer Brezina proxy for Dr. Omar Torres (yes, vote). Unanimous. Approved.

II. **Report**
   1. Final Report: Network Technologies including Cybersecurity - Justin Hunt
      i. **Program Goal:** The goals and purpose of the program is to emerce students in Cybersecurity by teaching Deep Theory and critical thinking skills to craft novelty tests. The program includes a lot of intentional Phyton Programing so that students can use logic and software to see the code and the scenario.
      ii. **Success of program:** The program has done well and is successful. All classes are full and waitlisted. The upper division classes are still in the works. The program can give students a pathwork of lesson plans to have full accesss to deploy their own tools and safegards involved. There is a fully stocked service, grammer specific enviorments so that students can log into the system. This is theory rich curriculum that gives studens automony. The program expects students to operate at a professional format. Students are taking additional courses in Network Engineering and there is some diviation from Network Foundation to a more Comprehensive Network Component to give students options.
      iii. **Program Courses:** The program has been able to grow with 9 sections a year and fully enrolling many sections. The Data Center & Analytics classes and Network Fundamentals classes are growing.
      iv. **Additonal Resources**: Harriet has done phenomenal work in finding funding sources in Perkins and SWF to create the network enviorments.
      v. **ZTC Courses:** There will be a ZTC sequence for all courses so students do not have to pay a huge fees with amazon. There are two classes that teach how to learn audio visual and running cables and all are offered via high flex.

vi. **The Advisory Board Challenges:** The board is in support of the work. Local business have provided great feedback. There is a need for more advisory committee members and more areas and forums of technology to showcase how the program wants to grow. A new member was added from MSP who offers remote services.

vii. **Staffing:** The program need to hire a new faculty members. There are now 4-5 adjuncts. Justin has a great vision for the program. The E-sports club has over 200 members. The long term view is to do a cross collaboration with other programs.

viii. This program originally came through in 2021 as there were 3 program modification and then there was retirement. The program has grown to 21 sections. Justin oversees the areas of E-Systems, Cybersecurity and Network Technology. In the fall there are 9 sections in non-credit, network tech and cybersecurity.

ix. **Motion** to approve the permanent program status for Network Technology with Cybersecurity by Erica Torgeson, seconded by Tricia Goeorge. Unanimous. Approved.

2. Adopted Budget Report - Jason Hinkle

i. **COLA & One-Time Funding:** The funding for the next 3 years is flat and the projected growth is normal. The CA Community College was allocated 1.07% COLA and other programs categorical. There is one time funding for programs such as Nursing, E-Transcript, Common Cloud DATA platform demonstration project, etc. which is being done by reducing the Strong Workforce general allocation. There is a statewide $200M in ongoing and one time funding.

ii. **SWF and CE Program Funding**: Most of the programs coming through Program Viablity are CE programs and many are funded with SWF funds. The reducting in the $65M may impact the CE program approved for initation and modification. There are other allocations in SWF that the district is looking to augment to help bridge the gap.

iii. **Paramedic Program Funding**: The Parademic Program is not receiving the funding requested and Harriet also mentioned there was not a lot of funds in SWF. This budget cut may affect currently approved programs. The program intiation form, for the Paramedic program did state that SWF funds would be used. Dr. Jennfier Brezina will begin working on the FARE form. The program may need to go back and complete the FARE forms. The Pilot status allows for adjustments through the program revitilization process. Due to reduced funding, previously approved programs may need to come through Program Viability again to complete additional paperwork.

iv. **Need to revisit non-negotiable areas of program proposals:** The steps may need to be revisited to have the committee look at the essentials and non-negotiables when a program is moving forward. The budget is flat for several more years. The only way to see an update will be a legislative change in the funding formula or we grow bigger and this will require a strategic risk in existing programs. This discussion may need to be brought up at the Academic Senate.

v. **2024-25 Adopted Budget:** The district needs to comply with the "50% Law" as 50% of the cost of education needs to be for salaries for inside the classroom. In the, "Summer Shift" any class that starts in one fiscal year and goes into the next for credit FTES can be claimed in one year or another. During the pandemic there was the "Emergency Allowance" which was $16,970.0 and the district was allowed to use this every year. However, now the district needs to claim the actual FTES starting in 23-24. There is a steady growth 3.5% with 2.5% on all non-ISA (Public Safety & Fire) This is a 9.5%

increase in FTES in 400 sections and increase cost. The fall target FTES has already been exceeded.

vi. **Funding protections:** There is a stability protection, the district can use that includes whatever was left over from previous years plus the current years COLA. The hold harmless will stop begging in 24-26 this will be called a new funding floor.

vii. **"Summer Shift":** The district claimed all FTES and cashed in all of the summer shift into 24-25. In 23-24 the district claimed $15,228 and this was done to maximize the revenue. In 23-24 the district was in stability funding which was $133.4 M. The district captured this number as this number dictates the next year's stability funding. The $130.7 M + 1.7% COLA gives us $132.1M. In 24-25 the district is using the actual FTES is lower than the year before. However due to the stability protecting the district will get $132M and stays flat going forward. The MAX TCR in the amount of 132.1M becomes the new funding floor and stays flat going forward. While the calculated and stability number is lower until the calculated revenue catches up. For 3 years we will have the same appropiament revenue at a 3% COLA and a 3.5% increase in FTES.

viii. **How is the FTES growth being estimated?** In Enrollment Management it is done with the program level. Each year a 3.5% increase needs to be achieved. The section request that Dept chairs get to start building the schedule is part of this process to determine the growth. New programs are good but the district also needs to look at existing programs to generate FTES as this is a major way to come out at a flat revenue.

ix. **Tentaive & Adoptive Budgets:** There was some increase in revenue at about $1.7M. Total revenue is about $149.8 M and has increased in expenses with salaries and benefits going down. Vacant positions are not being re-hired. Increase FTF and adjunct by $2M and every year will have an increase in FTF as we grow. The budget was balanced and overall there is a $149.8M in expenses and net income is at $21M. It is less expensive to have a FTF and pay them overload rather than pay for new FTF. Also need to keep in mind peoples well being and adjuncts. All FTF are paid $90/hr which is lower steps of the adjunct level. For adjuncts the distrit has to pay STERS rate at 9% and for FTF it is at 8%. There is a limit how often adjuncts can do overload and this is once every three years. Adjuncts can go over 60%.

x. **Filming and rental on campus**: **Where does that revenue go?** The Civic Center Department covers all those expenses and will need custodial back up and clean up. This generates some funds close to $100K. Last year with the "Writer's Strike" filming went down.

xi. **Applied Tech Center (ACT):** The BOT approved to purchase the land for the ATC and the district will use $10M out of $17M with the anticipation that when the district decides what to do with the ATC or another GEO bond project on that land the GE fund will be reimbursed with the $10M. The district could sell the land and restart the project and build somewhere else. The GE funds will be lower with the anticipation that in 18 months this will be replenished. This is the best strategic move for the district.

xii. **One Time Solutions:** The district has $7.4M in "One Time Solution." The district looked at savings as there are a lot of vacancies that will not be hired for year or until January. This is a savings in $2.5M. The district is using the "COVID 19 Block Grant" in the amount of $1.8M and those costs will need to be brought back in.

xiii. **Fund 68 & 69:** There are balances for specific purposes in fund 68 for PERS and STRS in $1.5M and that is a one time solution that will run out. The fund 69 has to pay for the OPEB expense and $1.6M for retirement and need to replenish the funds. There were savings and the district prepaid for debt service for parking and COP.

xiv. **Salary & Benefits:** Currently 90% is in salary and benefits.

xv. **Fund 12:** SWF is included in Fund 12 and this is specific.

xvi. **What is the year to year increase in forced costs, steps & columns & untilty increase?** With steps & columns it is $1.2 to 1.3 million. Discretionary costs have fluctuated and the request is at $2.5M and the district needs to determine what is a truly forced cost. Last year it was $200-300K in discretionary Fund 11. If the budget if flat at $132M, the district needs to find $1.5M in efficiency every year.

xvii. The Sept. 11th BOT meeting recording includes the budget presentation. The presentation will be posted to the PV CANVAS shell. If anyone has any questions they can reach out to Jason Hinkle.

III. Discussion

1. Program Initiation: Ceramics (return visit) – Michael McCaffrey, Cindy Leung, and Jenn Steele

   i. **Background:** This pogram has been previously discussed. The program vote was tabled as the budget at the time had not been worked out. Jason Hinkle will provide a budget report. Lisa Hooper mentioned at Senate that there may be a pause with approving new programs and instead to focus on existing programs. Garrett will continue to discuss this with Lisa.

   ii. **Budget Concerns:** The majority of the committee was in favor of the Ceremacis program but there were concerns with a one time purchase. There is funding allocated for students to achieve academic goals and there is a $250K for facilities funding. The one time cost was a concern however this will not affect the budget. Jason worked with David and Omar and identified funding. $216K was the original budget Dr. Torres shared and it was changed to $250K.

   iii. Proposal- Facilities, Equipment & Staffing Summary:

      1. **Facilities Updates:** The idea of a new space was moved to a renovation model of an existing space to run a viable ceramics program. The idea is to convert a 3D space and make modificaitons in the arer to match current safety standards. The proposal is for the Art Dept to utilize the caged space area on the 1st floor of SECO hall and repurpose by setting up a klim area to fire them. The long term goal is to designated this space as the Art Dept storage space.

      2. However, this is also were IT and ACC stores their golf cars. There is a need for a longer conversation of logistics to make sure Jim Temple has his storage space avaialable. Erin Tague will discuss the usage of the space with Jim Temple and all involved. Logistically a meeting needs to be scheduled to walk the space to determine what are the needs of Jim Temple and Michael McCaffrey.

      3. This program will return again. Jennifer will set up a meeting to walk the space.

IV. Adjournment: 11:32am.