

**Management Council**

Thursday, September 22nd, 2022

10:00 AM

**Minutes**

**Attendees:** Erik Sorensen, Morgan Solem, Montel Vander Horck, Leigh Dooley, Paul Chown, Michael Perkins, Ericka Barber, Tiffany Schmitcke, Cedric Aaron, Kintay Johnson, Misty Knight, Irene Gonzalez-Herrera, Bob Brown, andJulia Morrison.

* 2022-23 Final Budget – VP Julia Morrison
  + Julia gave a general overview of the budget process for any fiscal year. The governor releases a January budget proposal that sets the tone for the California Community College system. The biggest chunk of revenue comes from the state. Our biggest expenses are typically our salary and benefits. We have a position inventory where we keep track of all our permanent staff and faculty, updated regularly. In May we get the governor's May revise. From there, we draft the tentative budget that goes to the board in June. The tentative budget being approved by the board gives us the ability to start spending in the new fiscal year even though the state budget isn't set yet.
  + Paul asked if we will still be on hold harmless for our funding for the 22-23 fiscal year. Julia mentioned that the student-centered funding formula is favorable for the district this year. Paul mentioned that he feels it might be a stretch that were going to get the same FTES as in the projection. Julia spoke regarding the student-centered funding formula based which is based off our FTES, supplemental counts, student success metrics, and we have to make assumptions about what those numbers are going to be when we estimate our revenue. What Paul is saying is that we might not meet our targets of what we are looking at for this year and forecast years. We are estimating that is 23-24 we will be back to 95% of our pre-covid levels and 24-25 back to 100% of our pre-covid levels.
    - VP Morrison mentioned the district has applied to participate in the Emergency Conditions allowance. We would get to use our 2019-2020 FTES in our student-centered funding formula calculations.
* Discuss the telework MOU – Paul Chow
  + Paul asked if as a group, we could go over the MOU to identify what qualifies an employee to be part of telework agreement. The first few requests did not meet the requirements so it would be good for the manager to get on the same page. Paul discussed the items that state the employee has to be a permanent employee and has to have successfully passed the first probationary period. There have been requests for temps and brand-new employees. The agreement also says the employees need to be available to come in if the manager needs them to do so.
  + Tiffany talked about that it is our call as managers on how we apply this for what works best for our department. Ericka brought up that it is up to the employee to bring this request to their supervisor.
* College Council – Constituent Review of Board Policies and Administrative Policies – Ericka Barber
  + Ericka is serving on College Council as a Management Representative. Julie sent out a 30-day and 60-day constituent review. If you have any feedback from Management Council regarding these items, email Ericka.
  + Paul mentioned his appreciation to Ericka for serving on College Council as it has been difficult in the past to get our voice on that committee.
* Department Updates
  + Ericka – Fall Business Office on October 19th.
  + Cederic – Update on EOPS program, applications close for this semester on October 7th
  + Tiffany – Update on normal cycle. Shereen is finished building the Spring schedule, will be viewable at the end of October.
  + Paul – Gave Tiffany a shout-out. Typically, there is a 6% drop-off at the beginning of the semester. This year there was not a drop off, it just flatlines. We are retaining a lot of students.
  + Tiffany – we are going back to 1 year registration after this spring. On Nov 14th, priority registration begins.
  + Erik – Microsoft training for students. Brian will set up a website that the trainings will land on. Wireless at KT and DN has been upgraded, started to work on dorms.
  + Misty – The KT Mid Semester Celebration October 20th 11:30 – 1:30 with lunch provided.
  + Kintay – Invited everyone to the campus dialog on race - Saul Florez Walk, Jiggy Yoon, and Meditation Mondays.
  + Irene – The MEC (Multicultural & Equity Center) will be expanding to LRC 103 for the undocumented student center.
  + Bob – Home football game this weekend at 1pm. Womens soccer first game tomorrow.