

Meeting Minutes

March 17, 2011, 2:00 p.m., ATTC 120

Members Present

Kellie Barnett, Yendis Battle, Martha Camacho-Kelly, Deb Daniels, Jim Hansen, Gloria Harrison, Matthew Isaac, Glen Kuck, Cheryl Marshall, Charlie Ng, Penny Ongoco, Karen Peterson, Scott Rippy, Cory Schwartz, Mike Strong, Steve Sutorus

Welcome & Introductions

Charlie opened the meeting; no introductions were necessary.

Approval of Minutes

The minutes of the February 10, 2011 meeting were approved by consensus.

February Board Items

Charlie presented the two resolutions that are being submitted to February board meeting. One is to support California community colleges budget priorities and principles and the second is to place a revenue extension measure on the June 2011 ballot. The first resolution dealt with the census reform issue, even though the legislature has already voted to approve a workload reduction instead.

Future Meeting Dates

The schedule of meetings was altered to reflect the faculty's Summer break.

- April 21
- May 19
- September 15
- October 20
- November 17
- December 8

District Strategic Plan

Objective 3.1.2. from the District Strategic Plan was presented to the Budget Committee for their review and to collect feedback for the District Strategic Planning Committee. Charlie mentioned that the activity for this objective which pertains to the Budget Committee – "Finalize resource allocation model and process." – has been completed, and that, going forward, the review and revision of the Resource Allocation Model was the charge of the Budget Committee. He suggested that the Budget Committee recommend to the DSPC that this objective be marked complete.

Cheryl Marshall felt that Goal 3.1., "Optimize the development, maintenance, and use of resources..." had not yet been fulfilled. She thought that 3.1.2. wasn't finished because the model was not yet working well for both campuses. Scott Rippy suggested that objective 3.1.2., "Develop processes that support the transparent allocation of resources..." has been achieved, and that perhaps a new objective was needed to address Cheryl's concern that the model be revised and made more effective. Charlie responded that it was now the charge of the Budget Committee to review and revise the model. However, Cheryl maintained that objective 3.1.2. be revised to reflect that the model is still in pilot mode.

Following this discussion, the Budget Committee decided to make the following recommendation to the District Strategic Plan Committee regarding Objective 3.1.2.:

Objective	3.1.2: Develop Refine and review established processes that support the transparent allocation of resources district-wide.
Suggested Actions	<p>Finalize resource allocation model and process. (completed) District Budget Committee evaluates the process annually and recommends improvements as needed.</p> <p>DSPC makes a formal recommendation to the District Budget Committee to review the annual budget within the framework of the DSP. (completed)</p> <p>Establish a committee for coordination of and communication about grant activity district-wide.</p>

Budget Revenue & Expenditure Summary

Charlie presented this report to the committee.

Accreditation and the Budget Committee

Gloria advised Charlie that they would call upon him, as chair of the Budget Committee, to assist with the completion of the midterm reports. Charlie advised that all Budget Committee documents could be found on the website.

Review/Revision of Resource Allocation Model

The committee reviewed the resource allocation model in a brainstorming format. Some items that were discussed:

- At this time there is no expected Deficit Coefficient in 2011-12 (line 18 of the model).
- The Ad Hoc Parking Committee has asked that parking citation revenue be removed from local revenues and placed into a restricted parking fund. The total amount from the District was between \$100,000 and \$200,000.
- A suggestion was made to remove lottery funds from the model (line 23) in order to build up reserves for cash flow purposes due in part to the \$1,000,000 deferrals approved by state legislature.
- Scott Rippy offered that there are certain operating costs that might be addressed before the 70/30 split is applied, i.e. utilities, grounds keeping, custodial, etc. Mike mentioned that a study could be done to analyze exactly how the utility costs were being incurred. Deb pointed out that the current construction program could skew the results of such a study. Gloria suggested centralizing the utility budgets at the District. Glen Kuck cautioned that a centralization of utility costs could lead to a lower awareness of those costs.
- Another suggestion was to centralize facilities and maintenance services district-wide.
- Account for all contract requirements for KVCR regarding their utility and other support costs.

- Do not assess the campuses with the cost of KVCR; take it out of reserves or have KVCR pay their own way, rather than support it with FTES.

Committee Self Evaluation

Committee members were in favor of evaluating their performance. A self-evaluation form was distributed, and it was requested that members return it at the next meeting.

Status of Review of Budget Policies and Procedures

An initial meeting of the subcommittee (Charlie, Scott and Karen) took place, but no further progress has been made to date.

Budget Awareness & Training

No formal training has taken place, however, there has been a lot of informal training.

For Next Time

Charlie offered to provide a couple different versions of the Resource Allocation Model based on the suggestions made. In addition, a task force comprised of Charlie, Mike and Jim was formed to develop an analysis of operating budgets.

At the next meeting, the committee can review the data and decide on what changes to the model, if any, should be recommended to Chancellor's Cabinet.

Self-evaluation forms should be completed during the month and will be discussed at the May meeting.

Adjournment

The meeting was adjourned. The next meeting is scheduled for April 21, 2011 at 2:00 p.m. in PDC 104.

Kelly Goodrich, Recorder