



# District Budget Committee

## Meeting Minutes

September 15, 2011, 2:00 p.m., PDC 104

### **Members Present**

Kellie Barnett, Yendis Battle, Gloria Harrison, Matthew Isaac, Charlie Ng, Karen Peterson, Cory Schwarz

### **Welcome**

Charlie welcomed the committee; no introductions were necessary.

### **Approval of May 19, 2011, Meeting Minutes**

Minutes were approved by consensus.

### **2011-12 Final Budget**

Charlie presented the 2011-12 budget to the committee.

A question came up about the District's FTES and headcount numbers. Charlie advised he would ask Steve Sutorus and/or Glen Kuck to address the committee at the October 20 meeting regarding that data.

Gloria suggested that the District might want to consider producing an annual "Fast Facts About the Budget" pamphlet.

### **Revenue & Expenditure Summary**

Charlie presented the Summary.

### **Results of Committee Self Evaluations**

The committee was pleased with the results of the self-evaluation and felt it was fair and accurate.

### **Review Committee Charge, Membership & Reporting**

Committee members reviewed the committee charge and membership.

### **2011-12 Plan**

Based on the committee charge, committee members discussed items to be considered in the 2011-12 Budget Committee Plan. Charlie promised to assemble the following into a prioritized format for the committee's review.

- Basic training on how to read the budget:
  - All management, especially new – (Why do we need to wait until October for budget transfers?)
  - Example (Yosemite) history, account groupings, how budgets are used, account codes, syllabus
  - ACCCA – 1-day budget seminar
  - Use other savvy district employees or mentors
  - Management training/manual
  - Others who have budget responsibility
  - Resource allocation model (definition)
  - Train Budget Committee
  - How do you calculate FTES?
  - College budgets (no longer “District” budget)
  - Budget development training
  - Calculating benefits
- Routine - review funding (federal, state, local)
- Review - District policies & procedures
- Routine - allocation model
- Routine - enrollment projects
- Routine - recommendations – assumptions (growth, COLA)
- Project – promote budget awareness – presentations (Academic Senate, Flex Activity on Budget)
- Project – communicate budget issues – website/Q&A for vice chancellor/post answers for everyone
- Project – assist in budget and finance training activities

### **Adjournment**

The next meeting will be October 20, 2011 at 2:00 p.m. in PDC 104

Kelly Goodrich, Recorder