

Meeting Minutes

October 20, 2011, 2:00 p.m., PDC 104

Members Present

Kellie Barnett, Yendis Battle, Martha Camacho-Kelly, Kathy Crow, Jim Hansen, Gloria Harrison, Glen Kuck, Cheryl Marshall, Ann Noravong, Charlie Ng, Penny Ongoco, Karen Peterson, Cory Schwarz, Steve Sutorus

Guests Present

Everett Garnick

Welcome

Charlie welcomed the committee and self-introductions were made.

Approval of September 15, 2011, Meeting Minutes

Minutes were approved by consensus.

Daily EIS Report Numbers vs. State Reported Numbers

Glen Kuck, Steve Sutorus and Everett Garnick addressed the problem of the discrepancy between the daily EIS Report numbers and the numbers Steve Sutorus reports to the state, which are the accurate numbers and should be used for planning purposes. Glen advised that steps have been taken to bring the figures closer together, and DCS will work to reduce the discrepancy to less than 1%. They will report back to the Budget Committee next month. Also, Steve's FTES report will be sent out to the Chancellor's Cabinet.

Revenue & Expenditure Summary

The committee reviewed the report. Gloria requested that additional information by site be provided. Charlie advised that he would provide information by site (02, 32, 25 and 01, 31, 15) for the following funds: General (01), Child Development (72), and Student Body Center Fee (73).

Plan for 2011-12

Subcommittees were formed to develop the Budget Committee's plan for 2011-12 as follows. Each subcommittee should plan to report at the November meeting.

<u>Policies & Procedures</u>	<u>Promote Budget Awareness</u>	<u>Budget Wiki</u>	<u>Training</u>
Charlie Ng*	Cheryl Marshall*	Glen Kuck*	Charlie Ng*
Karen Peterson	Kathy Crow	Cory Schwartz	Glen Kuck
Mike Strong	Yendis Battle		Penny Ongoco
Steve Sutorus	Ann Noravong		Steve Sutorus
Kellie Barnett			Gloria Harrison
Jim Hansen			

*Subcommittee point person.

Budgeted Position Vacancies

Positions that are vacant are budgeted at the midpoint of the salary range for the position. Gloria commented that positions that become vacant should remain budgeted at their current salary, and not be reduced to the midpoint "placeholder" amount. She recommended that this past practice be eliminated.

Penny will work with Human Resources to find out if the system can be reprogrammed to budget vacant positions at the same amount as the last salary paid to that position. She will report back at the November meeting.

Adjournment

The next meeting will be November 17, 2011 at 2:00 p.m. in PDC 104.

Kelly Goodrich, Recorder