
Meeting Agenda

November 17, 2011, 2:00 p.m., District Office, PDC 104

- I. Welcome & Introductions
 - II. Approve October 20, 2011 Meeting Minutes
 - III. November 17, 2011 Board Items (None)
 - IV. Review District Budget Revenue & Expenditure Summary
 - V. FTES & Headcount (Everett Garnick)
 - VI. Budget Vacancies (Penny)
 - VII. Subcommittee Reports
 - Policies & Procedures (Charlie)
 - Promote Budget Awareness (Cheryl)
 - Budget Wiki (Cory Brady)
 - Training (Charlie)
 - VIII. Adjournment
- Next meeting scheduled for December 8, 2011.

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



Budget Revenue & Expenditure Summary Year to Date 10/30/11

Revenues – All Funds	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	90,156,559	27,333,894	30.3	32.6
21 Bond Interest & Redemption	16,188,000	0	0.0	32.6
41 Capital Outlay Projects Fund	1,153,670	823,343	71.4	32.6
42 Bond Construction Fund	1,080,000	78,679	7.3	32.6
68 Retiree Benefit Fund	1,624,468	1,600,468	98.5	32.6
69 Employee Load Banking Trust Fund	850	0	0.0	32.6
72 Child Development Fund	2,104,750	833,531	39.6	32.6
73 Student Body Center Fee Fund	249,070	144,146	57.9	32.6
74 KVCR Fund	3,057,854	1,833,517	60.0	32.6
76 Investment Trust Fund – San Manuel	2,503,000	0	0.0	32.6
78 Self Insurance-Liability Fund	753,500	750,000	99.5	32.6
84 Workers Compensation Fund*	1,405,000	312,046	22.2	32.6

Expenses – All Funds	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	95,223,872	30,029,070	31.5	32.6
21 Bond Interest & Redemption	22,437,353	0	0.0	32.6
41 Capital Outlay Projects Fund	7,900,349	1,478,587	18.7	32.6
42 Bond Construction Fund	123,318,933	30,728,030	24.9	32.6
68 Retiree Benefit Fund	2,356,676	462,170	19.6	32.6
69 Employee Load Banking Trust Fund	850	0	0.0	32.6
72 Child Development Fund*	2,068,133	565,993	27.4	32.6
73 Student Body Center Fee Fund	276,070	45,689	16.5	32.6
74 KVCR Fund*	3,059,254	1,275,793	41.7	32.6
76 Investment Trust Fund – San Manuel	740,592	123,560	16.7	32.6
78 Self Insurance-Liability Fund	795,000	554,211	69.7	32.6
84 Workers Compensation Fund*	1,358,000	469,966	34.6	32.6

*Regular patterns of activity throughout the year.



Budget Revenue & Expenditure Summary Year to Date 10/30/11

CRAFTON HILLS COLLEGE (Sites 02, 25 and 32)

<u>Revenues by Fund</u>	<u>Budget</u>	<u>YTD Revenues</u>	<u>% Received</u>	<u>% of Year</u>
01 General Fund*	5,387,663	1,331,851	24.7	32.6
72 Child Development Fund	299,740	12,937	4.3	32.6
73 Student Body Center Fee Fund	74,070	45,433	61.3	32.6
		<u>YTD Expenses & Encumbrances</u>	<u>% Expensed & Encumbered</u>	<u>% of Year</u>
<u>Expenses by Fund</u>	<u>Budget</u>			
01 General Fund*	23,781,151	6,356,795	26.7	32.6
72 Child Development Fund*	297,898	66,234	22.2	32.6
73 Student Body Center Fee Fund	74,070	18,267	24.7	32.6

SAN BERNARDINO VALLEY COLLEGE (Sites 01, 15 and 31)

<u>Revenues by Fund</u>	<u>Budget</u>	<u>YTD Revenues</u>	<u>% Received</u>	<u>% of Year</u>
01 General Fund*	7,890,660	2,226,318	28.2	32.6
72 Child Development Fund	1,805,010	820,595	45.5	32.6
73 Student Body Center Fee Fund	175,000	98,713	56.4	32.6
		<u>YTD Expenses & Encumbrances</u>	<u>% Expensed & Encumbered</u>	<u>% of Year</u>
<u>Expenses by Fund</u>	<u>Budget</u>			
01 General Fund*	45,011,945	12,499,419	27.8	32.6
72 Child Development Fund*	1,770,235	499,759	28.2	32.6
73 Student Body Center Fee Fund	202,000	27,422	13.6	32.6

*Regular patterns of activity throughout the year.

Budget Awareness Ideas

Subcommittee: Cheryl Marshall, Kathy Crow, Ann Noravong, Yendis Battle

Possible Venues

- Hold General Information Meetings
- Open Forums
- Professional Development Workshops
- In Service Presentations
- Department/Division Meetings (by request)
- Newsletters (like Dollars and Sense)
- Articles in the Student Newsletter
- Senate Meetings (All Three)

Possible Topics

- What are FTEs and how are they calculated?
- What are break even points for different classes/programs?
- Other funding streams/sources
- Categorical programs
 - Source(s) of funding
 - Why the impact of cuts is so harmful
- Newsletters could cover major changes, current deadlines, a different aspect of the Resource Allocation Model each month
- Resource Allocation Model
- Major decisions made in the Committee meetings

Budget Training Survey

Management
 Classified Staff Involved in Budgeting
 Budget Committee Member
 Trustee
 Other

Please indicate which category most closely matches your status as a respondent.

Please select the response that most accurately reflects your interest in obtaining training for the topic indicated.

	Interested because this affects your job.	Interested because you would like to know.	Not Interested.
1) Calculating FTES/320 Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Budget Policies/Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Strategic Plan (Budget)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Budget Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Budget Development – Salaries/Benefits/Capital Outlay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Budget Development – Revenues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) State Budget Cycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Resource Allocation Model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Resource Allocation Model – Apportionment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Budget Accounting Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Budget Accounting Manual – Account Groupings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Budget Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13) Budget Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14) Budget Reporting – Financial Schedules/311	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15) Budget Transfers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16) Budget Adjustments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17) Restricted/Unrestricted Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18) Bonds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19) Budget Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20) Debt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list any other budget-related topics for which you would like training:
