
Meeting Agenda

January 19, 2012, 2:00 p.m., District Office, PDC 104

- I. Welcome & Introductions
- II. Approve Meeting Minutes
 - November 17, 2011
 - December 8, 2011
- III. Review District Budget Revenue & Expenditure Summary
- IV. 2012 Budget Calendar Submitted to Board Today
2012 Investment Policy Adopted by Board Today
2012 Budget Presentation on January 26
2012 Budget Directives to be Submitted on February 9
- V. State Budget Update
- VI. Subcommittee Reports
 - Policies & Procedures (Charlie)
 - Promote Budget Awareness (Cheryl)
 - Budget Wiki (Cory Brady)
 - Training (Charlie) – Revised Training Survey
- VII. Adjournment
Next meeting scheduled for February 9, 2012.

Meeting Minutes

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

Members Present

Charlie Ng, Cheryl Marshall, Cory Schwarz, Karen Peterson, Kathy Crow, Kellie Barnett, Matthew Isaac, Mike Strong, Penny Ongoco, Rosemarie Hansen, Steve Sutorus, Yendis Battle

Welcome

Charlie welcomed everyone. No introductions were necessary.

Approval of October 20, 2011, Meeting Minutes

The minutes were approved by consensus.

Revenue & Expenditure Summary

The committee reviewed the standard report, as well as the additional information on the campus that was requested last month (Sites 02, 32, 25 and 01, 31, 15 for the following funds: General (01), Child Development (72), and Student Body Center Fee (73)). It was further requested that information be provided broken down between restricted and unrestricted, and that District information be shown as well.

FTES & Headcount

Everett was unable to attend the meeting, however, he provided Charlie with a written explanation of this item, which was presented to the committee.

Budget Vacancies

Penny advised committee members that when a position is processed by Human Resources before the final budget is adopted, the position is budgeted at mid step. Any changes in Range/Step desired by the department shall be requested to Human Resources.

Any vacancy processed after the final budget is adopted is budgeted at the Range/Step of staff previously attached to the position. Budget will remain in the position during the fiscal year unless transferred.

Subcommittee Reports

- Policies & Procedures (Charlie)
- Promote Budget Awareness (Cheryl)
- Budget Wiki (Cory Brady)
- Training (Charlie)

Adjournment

The next meeting will be December 8, 2011 at 2:00 p.m. in PDC 104.

Kelly Goodrich, Recorder

Meeting Minutes

December 8, 2011, 2:00 p.m., PDC 104

Members Present

Charlie Ng, Girija Raghavan, Jim Hansen, Karen Peterson, Kathy Crow, Martha Camacho-Kelly, Matthew Isaac, Mike Strong, Penny Ongoco, Rosemarie Hansen, Steve Sutorus, Yendis Battle,

Guests Present

Susan Ryckevic

Welcome

Charlie opened the meeting and welcomed the members. Self-introductions were made.

Approval of November 17, 2011, Meeting Minutes

Minutes will be revised based on input from Penny regarding the Budget Vacancies topic and resubmitted for adoption at the January 19 meeting.

Budget Revenue & Expenditure Summary

Charlie reviewed this report with the committee. He advised committee members that this month's district numbers were tracking higher than the percent of the year expired. This is due to several expenses which must be encumbered and/or paid for at the start of the year, but cover the whole fiscal year, such as self-insurance costs, legal expenses and utilities.

Budget Calendar

Charlie presented the budget calendar to the committee. This item will be submitted to the January 19, 2012 board meeting.

State Budget Update

Charlie advised that the State was planning to announce on December 15 whether or not there will be additional trigger cuts. As of November 30, the state is approximately \$1 billion short on revenues and \$2 billion over in expenditures. Therefore, it does appear that there will be additional cutbacks, resulting in an increase to the district's cut from \$4 million to \$5 million. It is anticipated that this shortfall will be addressed with fund balance.

Charlie will forward to committee members a link to information regarding the state's cash position.

Subcommittee Reports

- Policies & Procedures (Charlie) - No update.
- Promote Budget Awareness (Cheryl) - Pending updates from Policies & Procedures and Training subcommittees.
- Budget Wiki (Cory Brady) - Pending updates from Policies & Procedures and Training subcommittees.
- Training (Charlie) - This subcommittee is currently working on incorporating last month's changes into the training survey. It is anticipated that a revised survey draft will be presented at the January meeting.

Adjournment

The next meeting will be January 19, 2012 at 2:00 p.m. in PDC 104.

Kelly Goodrich, Recorder