

Meeting Minutes

March 15, 2012, 2:00 p.m., PDC 104

Members Present

Charlie Ng, Cheryl Marshall, Cory Schwartz, Girija Raghavan, Glen Kuck, Jim Hansen, John Stankas, Karen Peterson, Kathy Crow, Matthew Isaac, Mike Strong, Rosemarie Hansen, Steve Sutorus, Susan Ryckevic (for Penny Ongoco), Yendis Battle

Guests Present

Jeremy Sims

Welcome

Charlie opened the meeting. No introductions were necessary.

Approval of February 9, 2012, Meeting Minutes

Minutes were approved by consensus.

Budget Revenue & Expenditure Summary

Charlie reviewed this report with the committee. Regarding expenditures, the general fund is still tracking favorably at 64.6% spent vs. 66.9% of the year expired.

State Budget Update

Charlie reported that the Governor had just recently reached a compromise with the California Federation of Teachers on the November tax initiative. This compromise allows for the combination of the two competing initiatives, however, there is still one competing initiative being circulated at this time. Charlie also advised that in February, the state announced a one-time cut on California community colleges of approximately \$149 million (roughly \$2.285 to SBCCD), citing lower than projected property tax and student enrollment fee revenues.

Subcommittee Reports - Training

Charlie reviewed the results with the Committee. Cheryl recommended and it was agreed that the results would be sent back out with a thank you email to the community. The committee spent some time brainstorming ideas for training, and the following suggestions were noted:

- Best Practices for budgeting
- Budgeting training for new managers biannually
- Introduction of Fiscal Services personnel
- Development of a quick reference table
- Place best practices on the wiki
- Include a vocabulary on the wiki

- Regularly scheduled professional development
- Development of video tutorials
- Similar training for support staff and managers
- Audience-specific training i.e. academic senate, classified senate, division secretaries
- Modular offerings, i.e. Perkins grant, general fund
- Online budget training similar to [Yosemite CCD](#)
- Most frequent misunderstandings – Susan was asked to maintain a list for training purposes
- Most frequently asked questions
- Budgeting vs. Purchasing training
- Solicit other colleges for material
- Create outline and farm out portions

The training subcommittee will meet and discuss these ideas; committee members can send materials to Charlie as a resource.

Adjournment

The next meeting will be April 12, 2012 at 2:00 p.m. in PDC 104.

Kelly Goodrich, Recorder