
Meeting Agenda

April 12, 2012, 2:00 p.m., District Office, PDC 104

- I. Welcome & Introductions
- II. Approve Meeting Minutes
 - March 15, 2012
- III. Review District Budget Revenue & Expenditure Summary
- IV. Board Items – None in April.
- V. State Budget Update
- VI. Subcommittee Reports
 - Policies & Procedures (Charlie)
 - Promote Budget Awareness (Cheryl)
 - Budget Wiki (Cory)
 - Training (Charlie)
- VII. Adjournment

Next meeting scheduled for May 17, 2012.

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



Budget Revenue & Expenditure Summary Year to Date 4/1/12

Revenues by Fund	Budget	YTD Revenues	% Received	% of Year
01 General Fund*	91,709,607	51,036,091	55.6	75.4
21 Bond Interest & Redemption	16,188,000	12,645,130	78.1	75.4
41 Capital Outlay Projects Fund	2,353,670	2,419,468	102.8	75.4
42 Bond Construction Fund	1,080,000	454,644	42.1	75.4
68 Retiree Benefit Fund	1,624,468	1,604,334	98.8	75.4
69 Employee Load Banking Trust Fund	850	205	24.1	75.4
72 Child Development Fund	2,104,750	1,321,544	62.8	75.4
73 Student Body Center Fee Fund	249,070	202,146	81.2	75.4
74 KVCR Fund	3,763,071	2,570,930	68.3	75.4
76 Investment Trust Fund – San Manuel	2,503,000	157,704	6.3	75.4
78 Self Insurance-Liability Fund	753,500	751,225	99.7	75.4
84 Workers Compensation Fund*	1,405,000	758,184	54.0	75.4

Expenses by Fund	Budget	YTD Expenses & Encumbrances	% Expensed & Encumbered	% of Year
01 General Fund*	98,612,890	70,109,151	71.1	75.4
21 Bond Interest & Redemption	22,437,353	23,230,382	103.5	75.4
41 Capital Outlay Projects Fund	9,100,349	2,821,915	31.0	75.4
42 Bond Construction Fund	123,363,476	56,039,279	45.4	75.4
68 Retiree Benefit Fund	2,356,676	1,166,087	49.5	75.4
69 Employee Load Banking Trust Fund	850	0	0.0	75.4
72 Child Development Fund*	2,070,133	1,449,342	70.0	75.4
73 Student Body Center Fee Fund	276,070	148,508	53.8	75.4
74 KVCR Fund*	3,764,471	2,155,263	57.3	75.4
76 Investment Trust Fund – San Manuel	1,079,521	382,365	35.4	75.4
78 Self Insurance-Liability Fund	795,000	589,121	74.1	75.4
84 Workers Compensation Fund*	1,358,000	611,574	45.0	75.4

*Regular patterns of activity throughout the year.

CRAFTON HILLS COLLEGE (Sites 02, 25 and 32)

	Revenues			Expenditures & Encumbrances			% of Year
	Budget	YTD	% Received	Budget	YTD	% Expensed/ Encumbered	
Total							
01 General Fund*	5,587,549	3,379,931	60.5	24,056,037	16,748,854	69.6	75.4
72 Child Development Fund	299,740	125,305	41.8	299,898	201,167	67.1	75.4
73 Student Body Center Fee Fund	74,070	61,773	83.4	74,070	50,474	68.1	75.4
Unrestricted							
01 General Fund*	838,454	433,609	51.7	19,173,871	14,108,565	73.6	75.4
72 Child Development Fund	3,000	260	8.7	4,685	4,302	91.8	75.4
Restricted							
01 General Fund*	4,749,095	2,946,323	62.0	4,882,165	2,640,289	54.1	75.4
72 Child Development Fund	296,740	125,045	42.1	295,213	196,865	66.7	75.4
73 Student Body Center Fee Fund	74,070	61,773	83.4	74,070	50,474	68.1	75.4

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

	Revenues			Expenditures & Encumbrances			% of Year
	Budget	YTD	% Received	Budget	YTD	% Expensed/ Encumbered	
Total							
01 General Fund*	8,950,970	5,327,707	59.5	46,651,926	33,729,654	72.3	75.4
72 Child Development Fund	1,805,010	1,328,560	73.6	1,770,235	1,248,401	70.5	75.4
73 Student Body Center Fee Fund	175,000	140,373	80.2	202,000	98,034	48.5	75.4
Unrestricted							
01 General Fund*	2,030,390	898,152	44.2	38,814,610	29,379,442	75.7	75.4
72 Child Development Fund	175,614	144,381	82.2	23,086	0	41.5	75.4
Restricted							
01 General Fund*	6,920,581	4,429,555	64.0	7,837,316	4,350,213	55.5	75.4
72 Child Development Fund	1,629,396	1,184,178	72.7	1,747,149	1,248,401	71.5	75.4
73 Student Body Center Fee Fund	175,000	140,373	80.2	202,000	98,034	48.5	75.4

DISTRICT OFFICES (Sites 03, 35 and 33)

	Revenues			Expenditures & Encumbrances			% of Year
	Budget	YTD	% Received	Budget	YTD	% Expensed/ Encumbered	
Total							
01 General Fund*	8,967,641	3,272,825	36.5	27,904,928	19,653,567	70.4	75.4
Unrestricted							
01 General Fund*	368,611	343,944	93.3	19,044,152	15,223,992	79.9	75.4
Restricted							
01 General Fund*	8,599,029	2,928,881	34.1	8,860,775	4,429,576	50.0	75.4

*Regular patterns of activity throughout the year.