



# BUDGET COMMITTEE

Meeting Minutes  
5/8/2014, 2 pm, PDC 104

## Attendance

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**Members Present** – Tim Oliver, Mike Strong, Cheryl Marshall, Ed Millican, Algie Au, Walt Chatfield, Yendis Battle, Glen Kuck, Matthew Isaac, Steve Sutorus, Jose Torres, James Dulgeroff, Rosemarie Hansen

**Members Absent** – Scott Stark, Kathy Crow, Karen Peterson, Girija Raghavan, Patrick Kirk Dorsey, Omar Castro, Jack Miyamoto, Rhonda Prater

**Guests Present** – Greg Allred

## Welcome/Introductions

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Tim Oliver opened the meeting. No introductions were necessary.

## Approval of Meeting Minutes from April 24, 2014

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Rosemarie Hansen made a motion, which Matthew Isaac seconded, to approve the minutes of the April 24, 2014 Special Meeting with the correction of a small typo on page two. The committee unanimously approved the motion.

## Budget Committee Recommendation Letters

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Tim advised the committee that the Chancellor had accepted the recommendations outlined in the committee's letters on RAM Guidelines and Assumptions (attached to today's agenda).

## Next Steps in Budget Development

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- ◆ Jose Torres and Tim will work on assembling the Tentative and Final Budget documents. One task will be assembling the RAM for presentation along with the board directives, RAM notes, and RAM assumptions.
- ◆ The colleges will be fine-tuning their budgets, taking into consideration all of the assumptions.
- ◆ Jose and Tim will be making a presentation to the Board of Trustees at its May 29 study session on the Preliminary Tentative Budget, to which Tim invited committee members.
- ◆ The Tentative Budget will be presented at the June 12 board meeting for adoption.
- ◆ Work will also be done through the summer on enrollment management, productivity, and expense planning.

Jose distributed a tentative timeline for the remainder of the 2014-15 budget process. Committee members should feel free to email Tim or Jose over summer if they have any questions. Tim asked committee members if there were any questions or comments. There were none.

The committee decided that it would be beneficial to meet on a day prior to the Board of Trustees meeting. To that end, they decided to try to meet three weeks prior to the regularly scheduled Board meetings, or the third Thursday of each month. Kelly Goodrich will forward a meeting invitation for August 21, 2014, which will be the next meeting.

## Budget Update

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Discussion turned to the two categories of RAM assumptions that were marked “pending” on the committee’s April 28 Recommendation to the Chancellor – FTES Funded Growth Assumptions, and FTES Target Growth & Unfunded FTES. Tim explained that Chancellor’s Cabinet has decided that moderate growth should be the target, and that this growth should be partially funded through additional productivity. Tim said that “Funding” is how much the District assumes it can put into the colleges’ budgeted revenues. The initial advice is a 3% assumption in funded growth, however, this number may be adjusted after the summer break based on what unfolds.

Jose distributed an illustration and explained each section. Mike Strong made a motion, which Glen Kuck seconded, to approve the FTES recommendations as presented. Walt Chatfield asked for more information on “increased productivity”. Tim said that productivity is calculated by dividing FTES by number of sections, to determine how many FTES the ‘average section’ is generating. Productivity is affected by a combination of classroom capacity, discipline, the number of actual persons attending class, etc. Therefore, if a class size averaged 30, then a 1% increase in productivity would mean that the average class size would go from 30 to 30.3. It is a balance of schedule and need. After the discussion, the committee voted and the motion passed unanimously. Jose’s worksheet will be submitted as part of the Budget Committee recommendation letter to the Chancellor.

## Committee Self Evaluation

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Committee members completed and turned in self-evaluations. Tim asked Kelly to forward evaluation forms to those members not in attendance.

## Adjournment

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Ed Millican made a final motion to thank Tim for his leadership and ability to listen to all sides, allowing the committee to craft some very positive things this year. Cheryl Marshall seconded the motion and it carried unanimously.

The meeting was adjourned. The next meeting of the Budget Committee is August 21, 2014 at 2:00 p.m. in PDC 104.