
Meeting Agenda

September 18, 2014, 2:00 p.m., PDC 104

- I. Welcome & Introductions
- II. Approve May 8, 2014 Meeting Minutes
- III. Review of Budget Committee Self-Evaluation from 2013-14
- IV. Review of Budget Committee Charge
- V. Budget Update (Jose)
 - Final Budget – Fiscal Year 2014-15
- VI. 2015-16 Budget Calendar
- VII. Adjournment & Next Meeting

The next meeting of the Budget Committee has been scheduled for October 16, 2014 at 2:00 p.m. in PDC 104.



BUDGET COMMITTEE

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

Attendance

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

Tim Oliver opened the meeting. No introductions were necessary.

Approval of Meeting Minutes from April 24, 2014

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

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

- ◆ 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

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

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

Adjournment

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.

Name of Committee: District Budget Committee

Year: 2013-14

Please think about the internal processes, external interactions, and work products or outcomes of this committee, and answer each of the following questions objectively.

- How long have you served continuously on this committee? 3 1st year 1 2 years 3 3 years 5 ≥4 years
- On how many other committees did you serve this year? 1 0 2 1 2 2 2 3 1 4 4 5 or more
- Did you serve as chair or convener of this committee this year? 1 Yes 11 No
- Do you expect to serve on this committee again next year? 8 Yes 1 No 3 Unknown
- What is your primary function at SBCCD? 2 FT Faculty PT Faculty 2 Classified Confidential 8 Manager Student

Please indicate how often the committee's processes, interactions, and outcomes during the year reflected each of the following characteristics:

	Almost Always	Often	Sometimes	Seldom	Almost Never	No Opinion
<u>Collaborative</u> : Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue	<input type="checkbox"/> 9	<input type="checkbox"/> 3				
<u>Transparent</u> : Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community	<input type="checkbox"/> 9	<input type="checkbox"/> 3				
<u>Evidence-Based</u> : Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote	<input type="checkbox"/> 10	<input type="checkbox"/> 2				
<u>Effective</u> : Working properly and productively toward the committee's intended results	<input type="checkbox"/> 6	<input type="checkbox"/> 6				
<u>Efficient</u> : Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner	<input type="checkbox"/> 7	<input type="checkbox"/> 4		<input type="checkbox"/> 1		

Please enter this committee's most significant accomplishment this year:

- RAM Guidelines
- Work on transparency and budget model
- Revisions of the College Brain Trust report and the recommendations to Chancellor's Cabinet
- Statement of the new RAM

- Resource Allocation Model Guidelines and Assumptions
- Getting away from the 70/30
- Revision to the way college's allocation is calculated
- RAM development

- I have enjoyed the professionalism this year. In the past meetings were fairly free form and had a tendency to become chaotic. Tim's following of Robert's Rules of Order have greatly contributed to the smoothness of meetings and I feel an increase in work by the committee and a better understanding of the issues by the committee.

Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:

- Need to communicate our issues to all District employees
- Better understanding of budget process
- Better attendance by members

- Improve the information flow from the constituency groups to the committee; it is not clear how constituent groups can effectively provide feedback; perhaps a better mechanism is needed (online form?)

Please indicate extent to which you agree/disagree with the following statements about your service on this committee overall this year.

	Strongly Agree	Agree	Disagree	Strongly Disagree
I feel comfortable contributing ideas.	9	3		
My ideas are treated with respect, whether or not others agree with them.	9	3		
I have had sufficient opportunity to provide input into committee recommendations.	11	1		

Please rate the following aspects of the committee's work overall this year.

	Very Good	Good	Fair	Poor	Very Poor	No Opinion
Clarity of the committee's charge	7	5				
Quality of communication within the committee	5	6	1			
Quality of information flow from the committee to the constituency groups	2	6	4			
Quality of information flow from the constituency groups to the committee	3	6	3			
Quality of communication by the committee with the District community as a whole	3	7	2			
Access to data needed for deliberations	8	3	1			
Access to meeting space	12					
Access to other resources needed for the committee to work effectively	8	4				
Training or mentoring for you as a committee member	3	7	1			1
Establishment of expectations or norms for committee members and convener(s)	2	9	1			
Adherence to expectations or norms for committee members and convener(s)	5	6	1			

DISTRICT BUDGET COMMITTEE (Excerpt from AP 2225 Collegial Consultation)

Charge

The Committee's responsibilities include the review and recommendations regarding District-wide processes related to budget development which may have a major impact on site operations or allocations. Committee discussions or review may include the following during any budget year:

1. Review and evaluation of current, projected or proposed Federal, State and local funding proposals affecting California Community Colleges and the related financial impact on the district.
2. Review of District budgetary policies, administrative procedures, allocation model formulas and guidelines across the District. Protect the financial well-being of the District. Determine that procedures are responsive to strategic priorities as determined by the campuses and District Office. Union issues which are conducted as a part of labor negotiations are not a part of this Committee's responsibility.
3. The review process will include both general fund unrestricted and restricted funding sources. The Committee will also review enrollment growth projections, and other workload measures.
4. Review and make recommendations regarding District-wide budget **processes**, assumptions (revenues, allocations, COLA and growth) **and the District's Resource Allocation Split for the colleges**. Any District Budget Committee recommendations related to District-wide **budget processes, assumptions, and District's Resource Allocation Split for the colleges** shall be advisory to the Chancellor.
5. Promote budget awareness, communicate budget issues and may assist in budget and finance training activities District-wide.

Membership

1 Vice Chancellor, Fiscal Services
1 Vice President Administrative Services from CHC
1 Vice President Administrative Services from SBVC
1 Management Appointment from CHC President
1 Management Appointment from SBVC President
2 Academic Senate Appointments from CHC
2 Academic Senate Appointments from SBVC
1 Classified Senate Member from CHC
1 Classified Senate Member from SBVC
1 ASB Member from CHC
1 ASB Member from SBVC
1 KVCR Representative
1 Executive Director of TESS
1 Executive Director of EDCT
1 Business Manager
1 Director of Fiscal Services
1 Human Resources Appointee
1 CTA Appointment
1 CSEA Appointment
1 CSEA Appointment from the District Office

Reporting

All members are responsible for making regular reports to their respective constituencies. The Vice Chancellor for Fiscal Services will forward all recommendations to the Chancellor and will bring feedback from the Chancellor back to the Committee. Final budget authority rests with the Chancellor who will make budget recommendations, when appropriate, to the Board of Trustees.

The minutes of this Committee will be posted on the District website.