



BUDGET COMMITTEE

Special Meeting Minutes
5/7/2015, 2:00 pm, PDC 104

Attendance

Members Present – Rosemarie Hansen, Gloria Fisher, Matthew Isaac, Jeremy Sims (for Glen Kuck), Walt Chatfield, Scott Stark, Jose Torres, Lisa Norman, Mike Strong

Members Absent – Rhonda Prater, Miriam Fadel, Ruby Zuniga, Stacy Meyer, Vanessa Osorio, James Dulgeroff, Denise Allen-Hoyt, Larry Strong, Steve Sutorus, Yendis Battle, Cheryl Marshall, Girija Raghavan

Guests Present – Greg Allred

Welcome/Introductions

Jose welcomed everyone. Introductions were made for the benefit of new Vice Chancellor of Human Resources Lisa Norman.

Approval of Minutes

Rosemarie Hansen made a motion, which Walt Chatfield seconded, to approve the minutes from April 16, 2015. The motion was approved by consensus.

Preliminary FY 2015-16 Assessment to Colleges from District Expenditures & Preliminary Budget

Jose presented handouts to address these topics and reviewed them in detail. He mentioned that the district office made a 5% cut to assist in reducing the variance between the budget that has been entered into Questica and the FTES-based estimate. Conversation from the state are indicating more revenues. The Governor's May revise is expected next week.

Jose reviewed a handout on vacant positions. He explained that Mike Strong and Scott Stark were working to identify realistic hiring dates for each open position. This will result in a more realistic budget. He estimates there will be a significant reduction in the budget variance when this task is complete. Another action that may reduce expenditures is to review all the adjunct positions and eliminate any duplicates.

At the 5/21/15 committee meeting, Jose will present a spreadsheet of district office expenditures by program with explanations of increases.

Jose asked if there were any other recommendations. Gloria Fisher said that SBVC will also be making reductions which are not currently reflected in Jose's handouts. Jose explained that there are many aspects of the budget which are based on assumptions that change. His opinion is that the DBC needs to understand the process and this is why the information is being reviewed by the committee as soon as possible. Gloria then pointed out that the fund balance is not at the 15% requirement of the board. Jose agreed and replied that, based on the current projections, the District is falling short of that directive. That is why adjustments are continuing to be made. There were no formal recommendations made about the preliminary budget. Everyone is happy with the process.

Enrollment Management Committee

Jose advised that it is important for DBC members to be on the enrollment management committee because any changes in FTES affect the resource allocation model. He asked for volunteers. After some discussion, the following people were identified to be on the list Jose will send to the chancellor: Mike, Scott, Walt, Jose, Denise Allen-Hoyt, and Rosemarie.

Communicating new RAM Guidelines

The committee discussed ways to effectively communicate its revised RAM guidelines, which Chancellor's Cabinet approved. Jose mentioned that a quarterly newsletter is being developed, but that this would only go so far. DBC members should go out to their constituent groups and make a presentation.

2015-16 Budget Development Tasks

The committee reviewed upcoming tasks. There was no further discussion.

Adjournment & Next Meeting

The meeting adjourned, however, Jose stayed and gave a quick tour of Questica for interested committee members.

The next meeting of the Budget Committee is scheduled for May 21, 2015 2:00 p.m. in the PDC 104. Also, a meeting invite will be forwarded to the DBC members to attend the May 28 board study session at which Jose will present the Preliminary Budget.