

Meeting Agenda

May 21, 2015, 2-4 p.m., PDC 104

- I. Welcome & Introductions
- II. Approve May 7, 2015 Meeting Minutes
- III. Review of DBC Recommendation #2015-04 – RAM Assumptions in Light of May Revise
- IV. District Office Expenditures
- V. 2015-16 Tentative Budget
- VI. 2015-16 Budget Development Tasks Apr-June

April
<ul style="list-style-type: none">April 29: Chancellor's Cabinet is updated on status of Preliminary Budget. Reviews recommended adjustments as necessary.
May
<ul style="list-style-type: none">May 21: Tentative Budget is presented to the District Budget Committee.May 28: Board is updated on status of budget process and receives Preliminary Budget (no formal action required).
June
<ul style="list-style-type: none">June 11: Tentative Budget is presented to the Board of Trustees for adoption.

- VII. Committee Self-Evaluation

- VIII. Adjournment & Next Meeting

If the DBC continues to meet over the summer, the next meeting will occur on June 18, 2015 at 2:00 p.m. in PDC 104.



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.



To: Bruce Baron, Chancellor

Date: 1/20/2015

From: Jose Torres, District Budget Committee Chairperson

Re: District Budget Committee Recommendation #2015-04 on Projected Funds for 2015-16 Budget

At its **January 15, 2015** meeting, the District Budget Committee (DBC) approved a recommendation to Chancellor's Cabinet to use the following projections going into the 2015-16 budget development process.

General Fund

- o Funded Growth – 2%
- o COLA – 1.58%
- o Base Allocation (base rate) – use 2014-15 figures for budget development purposes
- o FTES Allocation – TBD
- o Deferrals – plan for no deferrals

Categorical

- o Additional \$100 million for student success and support program
- o Additional \$100 million for student equity plans
- o Proposition 39 -Year 3 – \$326,974 (per Prop 39 memo)
- o Mandated Claims /Block Grant – use 2014-15 amounts for budget development purposes

Chancellor Cabinet Response:

Chancellor's Cabinet agrees with these budget assumptions for 2015-2016 budget development. We want to stress the importance of developing and maintaining a balanced budget over the next five years. Please look at the numbers in the short-term and long-term -timeframes. There are a number of costs that must be considered when creating multi-year forecasts including contractual step-and-column increases, and rising health benefit costs. In addition, we have a number of unknown costs that will impact our District such as the Affordable Care Act and AB1522 which permits sick leave time for part-time employees. Any COLA and unrestricted revenues we receive from the State above our existing base must be first considered to cover all costs of providing a long-term operating budget that is balanced.

Chancellor

1-23-15

Date



Committee Self-Evaluation

Name of Committee: _____

Year: _____

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? 1st year 2 years 3 years ≥4 years
- On how many other committees did you serve this year? 0 1 2 3 4 5 or more
- Did you serve as chair or convener of this committee this year? Yes No
- Do you expect to serve on this committee again next year? Yes No Unknown
- What is your primary function at SBCCD? FT Faculty PT Faculty Classified Confidential 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						
<u>Transparent</u> : Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community						
<u>Evidence-Based</u> : Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote						
<u>Effective</u> : Working properly and productively toward the committee's intended results						
<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						

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

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

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.				
My ideas are treated with respect, whether or not others agree with them.				
I have had sufficient opportunity to provide input into committee recommendations.				

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						
Quality of communication within the committee						
Quality of information flow from the committee to the constituency groups						
Quality of information flow from the constituency groups to the committee						
Quality of communication by the committee with the District community as a whole						
Access to data needed for deliberations						
Access to meeting space						
Access to other resources needed for the committee to work effectively						
Training or mentoring for you as a committee member						
Establishment of expectations or norms for committee members and convener(s)						
Adherence to expectations or norms for committee members and convener(s)						

Thank you very much for participating in this important effort to improve committee work at SBCCD.