



# Budget Committee

October 15, 2015, 2:00 pm, PDC 104

## Attendance

**Members Present** – Jose Torres, Larry Strong, Yendis Battle, Jeremy Sims, Walt Chatfield, Matthew Isaac, Lisa Norman, Scott Stark, Gloria Fisher, Girija Raghavan, Rosemarie Hansen, Denise Allen-Hoyt, Mike Strong

**Members Absent** –Esmeralda Vasquez, Tom Robles, Rhonda Prater, Steve Sutorus, Sheri Lillard, Ruby Zuniga, Achala Chatterjee, Cheryl Marshall, Debbie Bogh

**Guests Present** – Tenille Alexander

## Welcome/Introductions

Jose Torres started the meeting at 2:04 p.m. Self-introductions were made. Jose introduced Tenille Alexander as the new Accounting Manager in Business & Fiscal Services.

## Approval of Minutes

Matthew Isaac made a motion, which Rosemarie Hansen seconded to approve the minutes from September 17, 2015. The minutes were unanimously approved with the exception of Denise Allen-Hoyt and Mike Strong, who abstained.

## Update – Talking Points/FAQ

Committee members were presented with a printed copy of the FAQ on SBCCD's 2015-16 Final Budget and Resource Allocation Model, which had been sent out on October 8. Jose advised that this type of communication would be sent out as often as necessary. Rosemarie suggested sending out an acronym "cheat sheet". Mike mentioned that there is one in the Budget Accounting Manual, as well as a glossary in the budget book. Jose felt this was a good idea and asked if there were any other suggestions on how information could be communicated to the DBC member constituent groups. There were no other suggestions.

Walt Chatfield mentioned that the DBC's work on the 15% reserve had not been included in the recent FAQ document. This was an oversight; although the topic has been covered in the DBC Annual Report, it was not part of the FAQ as planned. Jose advised that information dealing with that FAQ would be sent out in the near future.

## Update – Enrollment

Jose advised that the District is continuing to monitor enrollment. Business & Fiscal Services met with the college vice presidents of administrative services. SBVC is on par with what happened last year and seems to be on target. CHC is tracking about 200 below. Mike advised they are starting another nine-week session on October 19. He mentioned the possibility that those FTES had not been considered in the morning's count. The District is building strategies around

outreach. Rosemarie said that when her department (Biology) moves to the new building, they will not be as pinched for space and will be able to add wait list students.

## Board of Trustees Ad Hoc Budget Committee

Jose reported to the DBC members on the Board of Trustees Ad-Hoc Budget Committee (BOT ABC), which had convened on October 8, 2015. There were three trustees and two student trustees in attendance, as well as Mike Strong, Scott Stark and Jose Torres from the DBC. Larry Strong is also part of that committee. One of the goals of the group is to create a base for all the trustees to be on the same level of understanding on the budget processes. They wanted to know the relationship between the board directives and how they relate to the budget process. DBC members were presented with a draft copy of board directives for the 2016-17 budget, which are scheduled to go to the board in December. The BOT ABC has scheduled another meeting for November 12.

## FAQ on 2015-16 District Office Expenses – Tentative to Final

Committee members reviewed the FAQ on 2015-16 District Office Expenses – Tentative to Final. When Bruce Baron went to the SBVC Academic Senate meeting he was asked about the increase from the tentative to final budget of \$1.9 million. This FAQ is in response to that question. Jose explained the concept of actuals vs. budget as opposed to comparing prior to current year budgets. Scott stated he has also found that comparing actuals to budget is like comparing apples to oranges.

Denise said she that while she appreciated the detail on the budget analysis, her issue is the lack of collegial consultation. She advised that a presentation to the DBC in May showed an increase from \$245,000 to \$1.9 million. Denise cited AP 2510 on the right to participate effectively. She felt that although the DBC met regularly throughout the year, district office expenses had not been addressed. She suggested that if the details of these expenditures had been presented in March, everyone would have had an opportunity to discuss them. She stated that the District needs to follow AP 2510 as it moves forward. Jose agreed completely. From his perspective, Business & Fiscal Services is trying to be as transparent as possible with the DBC.

Denise said planning should drive the budget and there should be no surprises. Jose addressed all the committee members and asked everyone to join in the conversation. He wants a process that works for everyone. This topic was discussed at length by the committee, including several challenges that the District faces due to the timing of the budget. For example, the state's budget changed very quickly in May and June, and again at the advanced apportionment in August. Law dictates that the budget must be approved by September 15, but generally the faculty is on summer hiatus from mid-May to mid-August. Denise suggested that the District develop options that can be implemented if/when extra funding becomes available. Mike felt the program review process lends itself to the development of such options.

Denise advised that the Human Resources service is much better due to the recent restructuring which was one of the items that caused the increase. Jose advised that the district office is hoping to complete its budget much earlier this year, which will allow the campuses to factor the assessment into their planning. However, a need to act may still arise between May and September (which is the busiest time of year for budget development). Jose asked the committee members for suggestions on how to handle those situations. It was mentioned that faculty were offered compensation for summer meeting attendance, however, Denise felt this wouldn't solve the issue because the body being represented (academic senate) would not be available. There

were no suggestions for overcoming this challenge. The committee will continue to discuss this in the future.

Walt suggested and Jose agreed to attend some of the upcoming academic senate meetings.

Discussion occurred regarding the status of the District's response to the accreditation recommendations. Jose advised that the college committees on accreditation take the lead on reporting and that the vice chancellors provide background and support. Mike said there are grave concerns about the possibility of the District being kept on warning status or worse. Staff at his campus feel enough action hasn't happened at the District to meet these recommendations. Jose responded that he feels a lot of progress has been made to meet recommendation #3 which applies to Business & Fiscal Services. Lisa Norman said she was focusing on recommendation #2. The College Brain Trust did a three-year staffing plan before Lisa began at the District but it hasn't quite been adopted. She is hoping to get one in place before spring.

Mike said that accreditation is looming next March and asked if it would be appropriate for the DBC to talk about recommendation #3. Jose will add this to the agenda.

### Adjournment & Next Meeting

The meeting adjourned at 3:13. The next meeting of the DBC is scheduled for November 19, 2015 at 2:00 p.m. in PDC 104.