

BUDGET COMMITTEE

OCTOBER 31, 2011

Present: Greg Chamberlain, Corny Rodriguez, Stephen Eaton, Nick Strobel, Kris Toler, Meg Stidham, Kate Pluta, Amber Chiang, Nan Gomez-Heitzeberg, LaMont Schiers, Debbie Spohn (recorder)

COMMUNICATION PLAN

Previous minutes stated that Amber would be invited to join the meeting to discuss communication. Prior to the meeting, Amber spent some time researching various community college and university websites. A page on the website devoted to the budget is popular, and could this format be useful for accreditation, as this would allow community access to the information. Another tactic is brownbag lunches or President's forums, especially if employees are able to drop in during a broad time block. E-mail should not be relied upon as the primary source of communication.

The budget committee has a page on the website. Suggestions were made as to various documents that could be posted on the website to increase its value to the college community:

1. Communications from the chancellor and the president
2. Communications from Scott Lay describing the affects of various budget proposals

Amber also suggested some narrative on what these mean to BC. E.g., the district and the state are facing 'trigger points'; what does that mean to this institution? An information page such as this would serve double duty, providing information for the students and background for the media. It should be moved to a more prominent position on the webpage. A page can be created from old information, and updated as new information becomes available.

Greg reminded the committee that one of the committee's goals is to develop a communication plan to keep the college apprised regarding budget decisions. Moving from where we are to where we want to be requires an action plan, and implementation. Gathering the documents for posting on the website is a simple process; Amber is also working on a list of talking points. A budget chart was discussed.

↪ **Action item: Nick will work on putting the initial messages on the webpage.**

↪ **Action item: Greg will draft the first of what will begin a series of monthly communications to the college community regarding budget issues. Greg will add a list of take-away messages to the communication.**

↪ **Action item: Amber will work on an editorial calendar to identify those topics which will be time-based and occur regularly.**

BUDGET UPDATE

Greg reported that the projections for next year were discussed last week at the ACBO Conference. Analysts are predicting a \$3-10 billion state budget deficit. The actual number depends on the

resolution of the lawsuits now pending. All predictions are pointing to the economic triggers will be pulled. The question was asked if discussion continued regarding colleges that would have to be absorbed due to insolvency. Greg answered that there was no new information on this.

CARRYOVER

LaMont shared carryover activities. Fifty percent of Mike Stepanovich's salary is from the General Fund. The rest of the Foundation employees are funded fully by the Foundation; their salaries are paid through BC and the Foundation is billed. LaMont will add a running total column to the spreadsheet, and will share an update in January.

STAFF DEVELOPMENT

From where are staff development funds derived? Greg explained that previously they were generated from campus recycling; this was determined to be inadequate. Therefore starting this year, SDCC was put into the regular general fund budget for \$10,000.

↳ **Action item: Greg suggested that SDCC research staff development funding methods and amounts at other institutions for comparison.**

FACULTY OBLIGATION NUMBER

Greg distributed and discussed the Faculty Obligation Number (FON) document. The number has been frozen for the past three+ years; the recommendation has been made to the Board of Governors from the State Chancellor to continue the freeze. If the freeze remains in place, KCCD will possibly be adding five new positions district-wide in addition to filling the vacancies created by retirement. However, to make sure that the FON is reached and to guard against a failed search, the district would likely authorize a search for more than five positions.

CAP & TARGET

These should be defined in the FAQs. Lisa Fitzgerald sent out an e-mail with a one-page discussion on targets and ranges, and what these terms mean.

Basically, CAP is state-funded FTES. TARGET is set by the district.

There are penalties for falling below CAP. The question was asked how the state determines CAP.

↳ **Action item: Greg will ask Tom to define how the state determines the CAP.**

↳ **Action item: Budget committee charge will be placed on the next agenda.**

↳ **Action item: Greg will develop a clear, easily understandable definition of TARGET.**

The next meeting of the Budget committee is Monday, November 14, at 2:30 p.m. in A-5. (Note: the agenda incorrectly identified the date & time of this meeting.)