

## BUDGET COMMITTEE

September 12, 2011

Present: Greg Chamberlain, Jennifer Marden, Meg Stidham, Nan Gomez-Heitzeberg, Kris Toler, Stephen Eaton, Nick Strobel, Kate Pluta, Lynn Krause, Joyce Ester, Corny Rodriguez

Attached is the latest version of the Budget Committee Charge, showing the revisions discussed at this meeting. To avoid confusion in the future, versions will be numbered and dated. The revised committee charge will be forwarded to College Council.

The Budget Decision Criteria document dated May 31, 2011 is the final version of this document.

⇒ **Action item:** The budget decision criteria document will be presented at the College council meeting on Friday, Sept. 16.

Greg introduced the College-wide Committee report that was discussed by the committee co-chairs. Each committee has been asked to provide a report three times during the year on progress toward fulfilling the committee charge, and contributing to the College goals. The first report is due on Sept 30, and will be sent to College council, the Academic Senate, and posted on the website for campus-wide perusal. The co-chairs are responsible for the development of the reports.

⇒ **Action item:** Greg and Corny will develop a draft of the committee report, ready for review at the next meeting on Sept. 26.

[insert budget discussion here]

Based on the adopted budget, we are okay on the 50% law. The FTFO is applied district-wide. The reserves are pulled from the compliance test. Is the vacation accrual part of the 50% law or part of a liability against the reserves?

⇒ **Action item:** Greg will talk to Tom about banked load and vacation accrual and the 80% target. Does it count in the reserves?

One goal is to have 100% of the banked load and vacation funded within 5 years, at 20% per year.

The reserve referred to is the carry-over from the previous year. Part of this year's reserve was used to fund adjunct overload. The targets are based on summer, fall, and spring. To drop below the "floor" means a loss in funding. Any courses under 25 students require a rationale to continue.

LaMont shared copies of the revenue and expenditures from the budget, which explains the difference between last year and this year.

⇒ **Action item:** At the next meeting, LaMont will provide a year to date report showing how much has been spent from the carry-over from 2010.

In 2010, a management position was eliminated from Maintenance & Operations. Greg is now taking steps to restore that position to provide assistance to the current M&O manager, as it is apparent the job is too big to be handled by one person. This will appear as a budget line item that is not currently in the adopted budget. We do not currently have a line item for minor constructions projects; LaMont will be creating a line item of \$250,000 for this. We also anticipate hiring an interim dean to replace Dr. Flores, who resigned in August.

College Council asked to add an FAQ regarding Cap and target to the budget criteria document.

⇒ **Action item:** Nick will sent out the document reflecting the request from college council.

⇒ **Action item:** Nan will draft a statement explaining \_\_\_\_.

The next meeting of this committee is scheduled for September 26 at 4 p.m. Nan and Corny will co-chair.