

# BUDGET COMMITTEE

September 26, 2016

3:30 p.m. to 5:00 p.m. in A-5

<https://committees.kccd.edu/bc/committee/budget>

## MEETING MINUTES

**Present:** Kristin Rabe, Meg Stidham, Sonya Christian, Laura Lorigo, Tina Johnson, Nick Strobel, John Gerhold, Steven Holmes, Manny Zavala, Somaly Boles

The meeting was called to order at 3:35 p.m.

### **Committee Charge**

The committee reviewed the charge online and the suggested revision completed in 2015. A draft charge will be sent out to the committee for review.

### **Program Review – Other Equipment Request Forms**

Kristen Rabe stated Program Review is due today. The Other Equipment Request form is part of the Program Review submittal. There is no official group tasked with reviewing the request forms and Cindy Collier recommended having the Budget Committee review them. There was a discussion regarding if it was appropriate for the Budget Committee to review the forms. President Christian stated the Budget Committee is a campus-wide policy committee that looks at the institutional budget in a bigger way. Laura will follow up with Cindy and Todd Coston to discuss a task force for the reviewing process.

### **BAM Status Update**

Steven stated the BAM Evaluation III Committee last met on May 6, 2016. Nick and Tina were in attendance at the meeting. They reviewed the final recommendation report to the Chancellor and District Consultation Council. District Consultation Council did not have a quorum on May 24 but the Chancellor asked if attending members would like to cancel and reconvene in September, or continue with the meeting informally. Members present requested to have the meeting and go over items on the agenda.

The committee identified six topics for evaluation and made recommendations:

1. District-wide Budget Committee
  - a. District office services evaluation
  - b. Long-term district health
  - c. Steven stated that the budget approved in December does not go through District Consultation.
2. Growth Allocations
3. Cost Drivers for DO Chargeback Mechanism
  - a. 71%-72% of the service
  - b. Anthony Culpepper had stated an outside source should review the office cost drivers.
  - c. BC chargeback is \$17.4 million. District total budget is \$24 million.
4. Banked FTES Allocation to Colleges
  - a. Shift the unmet growth in the district – Sonya stated Janet Fulks can calculate the FTES leftover.
5. Reserves
  - a. BC and CC supported reviewing board policy and campuses having more than a 3% reserve.
6. Stabilization Mechanism
  - a. Cerro Coso does not foresee growth for Cerro Coso and is not considering structure changes. Trustees should be involved in the discussion. Cerro Coso has only been in the black twice in the last 9 semesters.

The next District Consultation Council meeting will be on September 27. The BAM Report is not on the agenda. Steven is going to follow up with the District.

**FTES Growth**

The District initially allocated a 3% growth to each campus. BC is at 4.2% growth. Tom Burke is looking to collect other campuses growth that they did not reach.

Dual enrollment can be reported as FTES and there are no costs involved. Steven has an FTES spreadsheet that will be sent out to the committee.

**SGA Representative**

Manny Zavala is the SGA Director of Finance and joins us as an SGA representative on the committee.

**Projects for Budget Committee**

1. Establish the Districtwide Budget Committee
2. Model to track FTES as it comes in
  - a. Subcommittee for two months – Laura Lorigo to ask Janet Fulks and Sue Vaughn to assist.

The meeting adjourned at 4:39 p.m.

**Next meeting:** October 24<sup>th</sup>