



Budget and Fiscal Planning Committee

December 8, 2010

Members present:

√John Lau, VP for Business Services, Co-chair
_Dr. Victor Jaime, Administrative Representative
√Dr. Michael Heumann, College Council Chair
√Eric Jacobson, Faculty Representative
_Faculty Representative
√Carlos Fletes, Director of Fiscal Services
_ASG Representative

Recorder: Mary Carter

√Kevin White, Academic Senate President, Co-chair
√Marilyn Boyle, CSEA Representative
√Bill Gay, CMCA representative
√Yethel Alonso, CSEA Representative

Non-Voting

√Kathy Berry, Vice President for Academic Services

Call to Order: The regular meeting of the Budget and Fiscal Planning Committee was called to order at 1:40 p.m. in the board room by John Lau, committee co-chair.

Approval of Minutes: ***M/S/C Boyle/Alonso to approve the minutes of October 27 and November 3, 2010 as presented.***

State Budget update: John Lau reported that more information will be available on the state budget in mid January when the Governor's budget is released. The committee will be contacted via e-mail if any urgent matters arise before the next regular meeting.

Budget Guidelines/Program Review: Kathy Berry, VP for Academic Services reported on the Program Review process. She stated that the budgets that departments will input into Program Review should be status quo and that departments are not to input salary information. Departments are to input 4000 and 5000 accounts only, using data from FY 2010-11. Departments are not to exceed the total amount of their budget from last year in the 4000 and 5000 accounts. There will be a module outside the budget for departments to list other needs. The due date for Program Review budget input is January 26.

John Lau stated that the ultimate ceiling for the budget is the concept of on-going expenses equaling on-going revenue. The budget cannot go beyond the revenue limit; therefore, tradeoffs will be needed to accommodate pressing needs.

Carlos Fletes reported that cash deferrals by the state make it necessary for the District to do an additional TRANS (Tax Revenue Anticipation Notes) in the amount of \$6.7 million to meet cash needs.

Review of Committee Bylaws/Appointment of Sub-Committee: ***M/S/C Alonso/Heumann to appoint a sub-committee to review the committee's bylaws.*** A sub-committee composed of Kathy Berry, Kevin White, Marilyn Boyle, Yethel Alonso and Eric Jacobson (provisional member) was formed.

Meeting adjourned at 2:25 p.m.