



## Budget and Fiscal Planning Committee

April 6, 2011

### Members present:

√John Lau, VP for Business Services, Co-chair  
\_Dr. Victor Jaime, Administrative Representative  
\_Jessica Waddell, College Council Chair  
√Eric Jacobson, Faculty Representative  
√Dave Drury, 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  
√Frances Arce-Gomez, CSEA Representative

### Non-Voting

\_Kathy Berry, Vice President for Academic Services

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Call to Order: The special meeting of the Budget and Fiscal Planning Committee was called to order at 3:35 p.m. room 2131 by Kevin White, committee co-chair.

### 2011-12 Budget

Director Fletes conducting a training session on the budget for the committee, focusing on types of revenue. The committee had questions about restricted funds such as Redevelopment funds, parking funds, and Lottery.

The committee asked about the impact of increasing enrollment fees to \$26.00. Director Fletes stated that enrollment fees reduce state apportionment, also the College doesn't collect very well on enrollment fees.

VP Lau stated that the committee needs to look at significant numbers in the budget so that departments can justify the increases. VP Lau suggested coming up with a criteria, i.e. \$30,000 increase or over 10% in order to identify significant changes to the budget. The committee suggested a 10% increase, and a \$5,000 threshold.

Director Fletes reported that he has received changes to the budget, which will be incorporated into the second draft.

### Budget Transfers

Director Fletes reported that since the cut-off date for purchase orders was announced, there has been a flurry of budget transfers. The Business Office is recommending that departments not be allowed to move balances in order to do last minute spending. This is essentially back-door budgeting. VP Lau stated that a standard policy is needed, vice presidents would be allowed to make exceptions, but departments and administrators would be accountable for their budgets. ***M/S/C Waddell/Boyle to recommend that budget transfers (unrestricted accounts) be cut-off, effective immediately.***

Next meeting: April 20, 2011.

Meeting adjourned at 5:05 p.m.