



Budget and Fiscal Planning Committee

March 27, 2013

Members present:

John Lau, VP for Business Services, Co-Chair
Kathy Berry, Administrative Representative
Jessica Waddell, College Council Representative
Eric Jacobson, Faculty Representative
Dave Drury, Faculty Representative
Carlos Fletes, Director of Fiscal Services

Recorder: Mary Carter

Kevin White, Academic Senate Rep., Co-Chair
Jeff Cantwell, CMCA representative
Frances Arce-Gomez, CSEA Representative
Matthew Thale, CSEA Representative
Itzel Moncada, ASG Representatives

Alternate(s): Mary Jo Wainwright, CTA

I. Call to Order

The regular meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Kevin White at 1:30 p.m. on Wednesday, March 27, 2013. The meeting was held in the board room.

II. ACTION

1. Approval of Minutes: ***M/S/C Fletes/Thale to approve the minutes of the March 13, 2013 meeting as presented.***

III. INFORMATION

1. 2013-14 Budget Update: Carlos Fletes, Director of Fiscal Services presented a report showing 4000, 5000, 6000, and 7000 accounts that had been entered into the Program Review budget. VP Lau stated that areas that had increased will need to provide justification. Committee members discussed how to review the budget in a limited time frame. Co-Chair White stated that the committee needs to formulate a process and the involvement of the committee is needed. The committee discussed the upcoming budget process and made the following comments:

- Committee can highlight areas of concern, asks department heads/deans for clarification; area deans have to be accountable for their budgets.
- Per VP Lau, the budget is a two part process: the June budget is tentative with a lot of budget work done in the summer to arrive at the final adopted budget in September.
- VP Lau asked what is the role of the committee (leadership, balanced budget, set the reserve, how we fund the reserve)? Do we have to spend all of our revenue? The committee needs to agree on the intent of the budget (e.g., maximize resources for student success).
- The committee may need to meet more often during budget process.

- Carlos Fletes stated that the accreditation team will need to see documentation of the budget discussion and how the committee arrived at its final recommendation. The accreditation team did like the budget guidelines.
- Dave Drury – why is travel not related to FTES?
- John Lau – we also need to look to see if reductions are realistic.
- Mary Jo Wainwright: The committee needs to see on-going costs. A three year projected budget is needed.
- Co-Chair White asked the committee to look at the budget report and be ready to discuss discrepancies and red flags at the next meeting.
- Director Fletes stated that the budget report does not include all budgets (not all were entered on time). Also, salary and benefit information is still being verified, and should be available in the next report.
- VP Lau stated that this is an atypical year. The college now anticipates reaching full restoration. However, on-going revenue must equal on-going expense. Director Fletes cautioned that full restoration is still dependent on summer school.
- VP Lau stated that the committee needs to discuss what else needs to be funded (unmet needs). He will bring a list of unmet needs to the next meeting.
- Dave Drury stated that even if the college receives one-time money because of restoration, the college must live within its means.
- VP Lau stated that a three year budget would be based on flat revenue growth.
- Carlos Fletes stated that the committee will need to review resource requests.
- VP Lau stated that the labor piece is needed to get the overall budget picture. The committee will need to discuss how to fund the priorities that it identifies (e.g., instructors) without using reserves.

2. Enrollment Management: VP Lau stated that the college must manage its enrollment, and increase its efficiencies in its class offerings through fill rate and class size.
3. Purchase Orders and Budget Transfers: Director Fletes stated that an e-mail will be going out after Spring Break regarding the purchase order cut-off date and budget transfer guidelines. There will be greater scrutiny of purchase orders and budget transfers through the electronic approval process.

IV. DISCUSSION:

1. FCMAT recommendation: It was the consensus of the committee that all the FCMAT recommendations should be reviewed.
2. Reserve Level: VP Lau asked if the committee should recommend a timeline on reaching the recommended reserve level.

V. Next regular meeting: April 24, 2013

VI. Adjournment: Meeting adjourned at 2:40 p.m.