



Budget and Fiscal Planning Committee

May 1, 2013

Members present:

John Lau, VP for Business Services, Co-Chair
Kathy Berry, Administrative Representative (3:40 pm)
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
_ASG Representative

Alternate(s): Travis Gregory, Admin. Rep.

I. Call to Order

The special meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Kevin White at 3:25 p.m. on Wednesday, May 1, 2013. The meeting was held in the board room.

II. ACTION

1. Approval of Minutes: ***M/S/C Lau/Drury (abstain Jacobson, Gregory) to approve the minutes of the April 24, 2013 meeting as presented.***
2. Resource Plan Committee Report: ***M/S/C Fletes/Gregory to approve the Resource Plan Committee Report as revised.***

The committee reviewed the draft Resource Plan Committee Report and made updates as appropriate to tie the plan to the 2012-13 Educational Master Plan Goals. The approved plan is attached to these minutes.

III. INFORMATION: no items

IV. DISCUSSION:

1. 2013-14 Program Review Budget

Director Fletes and VP Lau stated that the committee should focus on the variance analysis and identify variances that need to be addressed by the owners of the budgets. Salaries are in the budget using contracts as currently negotiated. FY 11-12 was the benchmark for the 2013-14 budget. Budget numbers for adjunct, overload, student wages, and extra duty contracts were based on projections using 2012-13 data.

- VP Berry stated that requests for resources and justifications need to be kept track of even though they may be long term needs. Program Review should be used as a planning tool as well as a budget tool.

- VP Lau stated that the core budget and wish list requests must be kept separate. VP Berry suggested a separate process to keep track of future needs for planning purposes. VP Lau stated that another challenge is how to bring requests for additional requests into the budget.
- Member Drury stated that unmet needs also need to be kept in the loop for planning purposes.
- VP Lau stated that in the past, the first budget was distorted. This year we are starting from a more realistic base budget and keeping wish list items out of the budget.
- VP Berry stated that next year the goal is to have the 2014-15 schedule created before the budget process starts.
- Director Fletes stated that per the budget guidelines, anything in excess of the baseline budget was to go into the Request for Additional Resources.
- The baseline for the budget was FY 2011-12 which was based on 6559 FTES.
- VP Lau stated that the budget is showing about a \$360,000 deficit, based on existing labor contracts.
- Member Jacobson asked about additional revenue? VP Lau stated that additional revenue will be discussed when more information is available from the State but to keep in mind that it will be one-time revenue.
- Member Thale asked if the Program Review budget tools could be modified to give departments fixed budget amounts that cannot be exceeded.
- Member Cantwell stated that the College also needs to address unmet needs and building up its reserves.
- Member Thale stated that the committee needs to talk about increasing reserves; the request for additional resource list contains items that are not realistic. Only items with a well-thought out justification should be considered. Some of the items on the list should not have gotten past the department chairs.
- Director Fletes stated that the budget information has been posted to the web. An all-users e-mail will be sent asking departments to review variances and be ready to give feedback.
- VP Berry stated that other colleges hold budget hearings; maybe going forward the college could have a hearing process starting in January.
- Member Drury stated that the Deans should keep unrealistic requests out of the budget.

2. Unmet Needs: tabled

V. Next meeting: The committee discussed holding a special meeting on May 15. The next regular meeting will be May 22, 2013.

VI. Adjournment: Meeting adjourned at 4:35 p.m.