



Budget and Fiscal Planning Committee

March 31, 2011

Members present:

✓John Lau, VP for Business Services, Co-chair
_Dr. Victor Jaime, Administrative Representative
✓Michael Heumann, College Council Chair
✓Eric Jacobson, Faculty Representative
✓Dave Drury, Faculty Representative
✓Carlos Fletes, Director of Fiscal Services
✓Alberto Izarraraz, 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

Visitor: Ed Gould, Superintendent/President

Call to Order: The special meeting of the Budget and Fiscal Planning Committee was called to order at 3:30 p.m. in the board room by Kevin White, committee co-chair.

Approval of Minutes: ***M/S/C Boyle/Gay to approve the minutes of the February 23, 2011 meeting as presented.***

2011-12 Budget:

Dr. Gould, Superintendent/President reported that there is much uncertainty in Sacramento regarding the budget. There will not be a tax extension on the June ballot.

VP Lau reported that the preliminary draft budget is missing some key elements, such as cost of summer school, to keep in mind there will be revisions, but enough information is available to begin the review. Director Fletes stated that adjunct and overload information has not all been received, so some departments are based on last year's amounts. Salaries are shown at 2011-12 level, not including summer salaries or winter inter-session, since that has been eliminated. Accounts 4000 and 5000 are based on information entered in Program Review. Only \$11,500 has been budgeted in 6000 accounts (for books).

Director Fletes noted that ORG numbers have changed for some departments due to the re-organization.

The committee discussed summer session, how the FTE would be accounted for and whether holding summer would be cost effective. A full summer session of 500 FTE would cost \$1.2 million.

VP Lau reported that increase in fees will be offset by apportionment, so there is no increase in revenue to the college.

Purchase Order Cut-off Date: Director Fletes reported that setting a purchase order cut-off date is necessary in order to ensure goods are received by June 30, to preserve cash flow and to promote savings.

M/S/C Boyle/Gay to recommend a purchase order cut-off date of April 22, 2011.

Meeting adjourned at 4:50 p.m.