



Budget and Fiscal Planning Committee

February 24, 2010

Members Present:

√John Lau, VP for Business Services, Chair
√Dr. Victor Jaime, Administrative Representative
√Kevin White, Academic Senate President
√Dr. Michael Heumann, College Council Chair
√Eric Jacobson, Faculty Representative
√Daniel Gilson, Faculty Representative
√Carlos Fletes, Director of Fiscal Services

Recorder: Mary Carter

√Dawn Chun, CMCA Representative
√Betty Kakiuchi, CSEA Representative
√John Abarca, CSEA Representative
√Mario de la Torre, ASG Representative

Non-Voting

√Kathy Berry, VP for Academic Services

Call to order: The regular meeting of the Budget and Fiscal Planning Committee was called to order by John Lau, Vice President for Business Services at 1:30 p.m. in the Board Room.

ACTION:

1. Approval of minutes: *M/S/C Fletes/Abarca to approve the corrected minutes of the December 9, 2009 meeting.*
2. Election of committee chair: M/S/~~withdrawn~~ Jacobson/White to appoint John Abarca as committee chair. It was the consensus of the committee to have an action item on the next meeting agenda to appoint a co-chair. The committee would then have two people to carry its recommendations forward. The committee further agreed that its recommendations would be made in memo form.

DISCUSSION/INFORMATION

1. Introductions/new member (Yethel Alonso, CSEA representative): VP Lau welcomed Yethel Alonso to the committee as a CSEA representative (replacing Betty Kakiuchi), and thanked Betty Kakiuchi for her service on the committee.
2. Program Review budget module (presentation by Omar Ramos): VP Berry stated that the Program Review budget module was developed by Omar Ramos and Tina Aguirre and it will be a powerful planning tool going forward. The on-line process saves time, and makes report generation easier. Sub-committees for each plan (Technology, Staffing, Facilities, Professional Development, Marketing, SLOs, etc.) are prioritizing budget requests keeping in mind the institutional goals of student success, retainage, and institutional effectiveness. Department submissions are reviewed by the appropriate vice president or the President. The Program Review data will be available to the committee members. VP Lau stated that the budget needs to address the needs of the campus globally; the role of the Business Office is to determine the amount of revenue available. Carlos Fletes, Director of Fiscal

Services stated that there are some bugs to work out (i.e. data has been input in different ways, especially salary data). VP Berry stated that departments also need to be consistent on how they categorize routine versus new costs. VP Berry stated that all budget requests need to be in Program Review; eventually budget will be a year round process.

3. Budget update (John Lau/Carlos Fletes): VP Lau reported that there is nothing new on the State budget. The College will have a cash flow issue if apportionment payments are deferred. Carlos Fletes reported that the State has not certified the First Principal Apportionment report yet; it is unknown if there will be further work load reductions (changes to the funding cap).
4. Development of 2010-11 Budget calendar: The committee reviewed the 2009-10 budget development calendar. Carlos Fletes stated that there will be some changes to the process for 2010-11 due to Program Review. VP Lau stated that individual budget meetings will be held earlier in 2010-11 to look at variances.
5. Role of the Budget and Fiscal Planning Committee: VP Lau stated that the committee needs to review its role and its goals and objects as a part of the Accreditation process. Carlos Fletes stated that the committee needs to be able to discuss the entire budget, including salary and benefits. VP Lau stated that a 10% cut is not possible if 93% is salary and benefits. Any sizable cut involves salary and benefits. The deficit is \$2 to \$2.5 million if there are no changes in expenses and revenue growth is flat. The budget has to shrink, the College cannot grow out of the problem and it cannot use reserves any more. John Abarca stated that CTA and CSEA analyzed the budget and stated that 86% is salary and benefits; John Lau stated that calculation is based on backing out the use of reserve funds. The 93% amount is calculated using on-going expenses and on-going revenue. VP Lau stated that the 5-year budget analysis can be reviewed again at the next meeting.
6. Review of the committee structure/function/bylaws: see item #5.
7. Next Meeting (March 24, 2010)