



## Budget and Fiscal Planning Committee

November 20, 2013

Members present:

√John Lau, VP for Business Services, Co-Chair  
√Kathy Berry, Administrative Representative (3:38 p.m.)  
√Dr. Martha Garcia, 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  
√Mike Nicholas, CSEA Representative  
√Matthew Thale, CSEA Representative  
√Alex Whalen, ASG Representative

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I. CALL TO ORDER

The regular meeting of the Budget and Fiscal Planning Committee was called to order by co-chair Kevin White at 3:03 p.m. on Wednesday, November 20, 2013. The meeting was held in room 1704.

II. APPROVAL OF MINUTES

***M/S/C Cantwell/Fletes to approve the minutes of the October 23, 2013 meeting as presented.***

III. ACTION

1. Budget Calendar:

***M/S/C Jacobson/Berry to approve the 2013-14 and 2014-15 Integrated Planning and Budget Calendars and to recommend to the Superintendent/President that Dr. Martha Garcia be given the authority to ensure that the deadlines are met.***

Eric Jacobson stated that in the past it has been difficult getting people to follow the budget calendar, and someone needs the authority to enforce the deadlines. He suggested Dr. Garcia for that role. Dr. Garcia stated that she did not mind sending out reminders, but she would like to discuss the matter with President's Cabinet before making any official commitment.

Dr. Garcia presented the two integrated planning calendars. She reported that the budget process will start in January for 2013-14 and still earlier in 2014-15. Budget enhancements will be prioritized by the yet to be formed "Planning & Resources Council". The details of the PRC are still being discussed by President's Cabinet. The PRC will prioritize requests in an objective manner, using criteria that is fair across the board. VP Lau stated that budget development will be a two part process, with status quo budget items being separated from new budget requests (budget enhancements). The BFPC will be responsible for ensuring that the core budget is within the constraints of on-going revenue without use of reserves.

The committee discussed why it was not the body doing the budget prioritization. It was agreed that it would be a powerful responsibility, and that controversial decisions might be required. The prioritization committee would be responsible for saying no to budget request. The make-up of the committee would be very important to ensure that all constituencies were represented. VP Lau stated that the prioritization committee should act for the good of the entire institution instead of the groups the individual members represent. Director Fletes stated that the Budget and Fiscal Planning Committee has historically been a recommending body, and he pointed out that funds may not be available for enhancements once the District starts increasing the reserve. Dr. Garcia stated that if BFPC was to take on the role of budget prioritization, it would need to meet more than once a month. VP Lau stated that the final authority has to be determined, and that the Superintendent/President will make the decision on what committee that will be.

2. Recommendation on strategy to increase reserve to 16.6%:

The committee agreed to defer action on this item until the next committee meeting.

IV. INFORMATION/DISCUSSION Due to time constraints, the following information and discussion items were deferred until the next committee meeting.

1. Accreditation Response
2. Budget update
3. Budget Training Session – financial reports (monthly, quarterly and annual)

V. NEXT MEETING: The committee agreed to meet on Wednesday, December 4, 2013 at 3:00 p.m.

VI. ADJOURNMENT: Meeting adjourned at 3:59 p.m.