



REVENUE ALLOCATION COMMITTEE
MINUTES

November 28, 2006

The regular meeting of the Palomar College Revenue Allocation Committee (RAC) scheduled for November 28, 2006 was held in SU-18.

The meeting was called to order at 2:00 p.m. by Chairperson, Dr. Dowd.

Roll Call

Members Present: Vernoy for Cuaron, Davis, Dimmick, Dowd, Faulkner, Gowen, Ivey, Kratcoski, Laughlin, Lienhart, Madrigal, McCluskey, Plotts, Tortarolo

Members Absent: Doran, Frady

Guests: Taveuveu, Weems

- I. **Approval of Minutes.** The minutes of October 10, 2006 were approved as corrected (MSC: Ivey, Gowen) and will be posted on the Palomar web page.
- II. **Action Items: None**
- III. **Budgets**

Bonnie distributed a copy of the proposed FY2007-2008 Budget Development Timetable. The timetable, which is an operational decision, was developed to meet the State legislated September 30th deadline for approval of the FY2007-08 Adopted Budget. A presentation of the proposed budget will be made to our Governing Board at its September 11, 2007 meeting for their approval and subsequent submission to the Systems Office. Bonnie reported that this timeline is similar to FY06-07 timeline; however, some periods have been adjusted at the front end of the timetable to allow SPC and RAC sufficient time for final revisions and review prior to public inspection of the Adopted Budget. Forms and instructions will be available to all units/departments beginning January 2nd. As with past years, the budget development worksheet includes the highest of three years (actuals) expenditures. There were questions about the 75/25 multi year flexible budget that resulted in units/departments rolling over budget savings in FY04-05 and its effect on actuals reported. Bonnie said that Fiscal would look into this issue to determine how it is reflected in the actuals on the worksheet.

Fiscal will once again offer FY2007-08 Budget Training which will mainly be targeted to Deans, Department Chairs/heads and ADA's beginning in late January. A series of hands-on trainings will be offered where eight to twelve people can follow the computer screen along with the written instructions and ask questions related to budget development.

Bonnie reported that a budget training session for Employee Leadership Groups will be held on December 8th. This training is for general budgeting practices (not Palomar specific budget) based on the Budget and Accounting Manual (BAM). The BAM dictates codes and methodology of budgeting for the Community College System.

IV. Discussion/Information

The initial draft of Fiscal Plan 2009 will wait until spring. Bonnie will meet with the President to discuss and will roll out the plan to RAC later in the semester.

SB361 Statewide Taskforce is reviewing the process for the P1 Apportionment. SB361 is a new simplified apportionment formula with four factors instead of eight requiring that Exhibit C (Apportionment form) be changed to reflect the new funding formula. The taskforce is working with the Systems' staff to revamp the form.

Bonnie distributed a copy of the RAC governance structure and suggested that the committee members review the structure to determine whether or not it accurately describes the roles and responsibilities of RAC.

Bonnie informed the group that of the \$1.7million in general purpose one-time funds some has been put back into each VP's areas because it had been removed to help balance the FY06-07 budget. A reconciliation of the one-time funds will be discussed at an upcoming RAC meeting.

V. Other

The meeting was adjourned at 3:00p.m.