

**PENDING FORMAL APPROVAL BY BUDGET COMMITTEE AT ITS NEXT
SCHEDULED MEETING**



BUDGET COMMITTEE MINUTES

May 12, 2009

The meeting of the Palomar College Budget Committee scheduled for May 12, 2009, was held in SU-18. Dr. Bonnie Ann Dowd called the meeting to order at 2:05pm upon establishment of a quorum.

Roll Call

Members Present: Brannick, Cerda, Claypool, Cuaron, Dimmick, Duran, Hishmeh, Kovrig, Laughlin, Lienhart, McCluskey, Towfiq, Wick

Members Absent: Gowen, Madrigal, Tortarolo, Von Son

Guests: Phyllis Laderman, Brandi Taveuveu, Mark Vernoy

I. Approval of Minutes:

The minutes of April 28, 2009 were approved with corrections as noted (MSC: MCluskey/Kovrig) and will be posted on the Palomar webpage as follows:

<http://www.palomar.edu/committees.htm>

II. Action – First Reading

No Action

III. Planning Agenda Item #3

A. Continuation of the discussion of Accreditation Planning Agenda item #3 relating to Palomar's budget development model to include brainstorming on integration of budgeting with institutional review and strategic planning.

Dr. Bonnie Dowd began the meeting by referencing an email from Erik Skinner, Vice Chancellor for Fiscal Policy for California Community Colleges, dated May 11. The email announced that the date for the May revise distribution is scheduled for May 28, due to the special election for the ballot measures that are being brought to the voters on May 19th. The May Revise will reflect the impact of the outcome of the election. She stated that the Governor will release on May 14 two budget proposals, one that addresses the outcome if the measures pass; the other if the measures fail. The email also states that the state is now facing an approximated \$22 billion shortfall, which is far steeper than the approximated \$14 billion shortfall estimated by analysts in March.

Discussion resumed on how the committee would like to proceed with the development of a new budget model or enhancement to the current budget model. It seemed to be the consensus of the committee from the last meeting that there is interest in doing a

Zero Based Budget (ZBB) initially. Bonnie handed out some reading material from the book "Zero Base Budgeting in Colleges and Universities" by L. James Harvey, Ph.D. that provides some background on ZBB. Bonnie explained in detail the flowchart, description and timeline in the ZBB process.

Bonnie also handed out a flow chart to help explain how the budget process needs to tie into the Strategic Plan to meet accreditation standard requirements. Accreditation was concerned that our objectives were not measurable and time specific. The flow chart was explained in detail.

Shannon Lienhart asked where the decisions are made to fund the objectives and goals. Bonnie explained that those decisions are made at our Strategic Planning Council (SPC). Bonnie felt that if the committee was committed to doing a ZBB that they needed to get the process and guidelines together so that training can be done for the groups that will be building the budget. Bonnie reiterated that the role of the Budget Committee is to develop the process used for developing an annual budget, not to approve budgets. Discussion followed on the handouts, what processes are already in place for budget development at the college and what would need to be done to move to ZBB initially. Theresa Laughlin stated that it would be best to have a ZBB budget proposal in writing that everyone can look at and vote on. Discussion followed and a motion was made to ask SPC to establish a task force to work on a plan and strategy for implementation of a ZBB budgeting process (specifically with regard to items #1 and #2 on the handout from the Harvey book). (MSC: Vernoy/Laughlin).

IV. Budget Update

No Report

V. Discussion/Information

No Report

VI. Old Business

No Report

VII. Other

Meeting was adjourned at 3:25pm.

NEXT MEETING: September 8, 2009