



# BUDGET COMMITTEE

## MINUTES

April 11, 2017

A meeting of the Budget Committee was held April 11, 2017. The meeting was called to order at 2:46 p.m. by Vice President of Finance and Administrative Services, Ron Ballesteros-Perez.

### Roll Call

**Members Present:** Colleen Bixler, Carmelino Cruz, Dan Dryden, Aaron Holmes, Joel Glassman, Adrian Gonzales, Anel Gonzalez, Kai Kramer, Greg Larson, Teresa Laughlin, Kendyl Magnuson, Dung Pham, Travis Ritt, Justin Smiley, Dan Sourbeer, Fari Towfiq

**Members Absent:** Tricia Frady, Mireya Gutierrez-Aguero, Shannon Lienhart

**Guests:** Carmen Coniglio, Jack Kahn

**Recorder:** Dayna Schwab

### **I. Approval of Minutes:**

MSC (Dryden/Sourbeer) to approve the minutes of October 11, 2016. The minutes were approved unanimously with Adrian Gonzales and Carmelino Cruz abstaining.

### **II. New Business**

- A. Enrollment Management Taskforce Update: Travis Ritt reported they have met. They met to prepare for the IEPI meetings and haven't met since mid-March. Travis and Margie have put together a preliminary report. One of the components is budget and staffing, once they're ready to develop that portion of the plan, they will turn to the Budget Committee for input. When the taskforce was approved at SPC, Aaron Holmes said the CCE was guaranteed representation on the taskforce and would like them to be included in future meetings. Travis said they won't be a taskforce much longer, the goal of the taskforce was to skeleton out the plan, to have something so that we could be in consultation and discussion with the IEPI team. We are now waiting on their findings and suggestions so we can move forward and turn the taskforce into an actual committee through shared governance and have representation from all constituents.
- B. FY 2017-18 Budget Development Timetable: VP Perez provided the Fiscal Services Budget Development Timetable for Fiscal Year 2017-2018. In June we take the tentative budget to the Board and in September we take the final adopted budget to the Board.
- C. FY 2017-18 Governor's Proposed Workshop: VP Perez provided a handout from the School Services of California on the Community College Financial Projection Dartboard from the 2017-18 Governor's Proposed State Budget. The chart helps the District with Budget Development. Our FTES goal for next year is 19,200. The ultimate goal when we come out of restoration is 21,500. VP Perez handed out a District Financial Summary for FY 2017-18 Budget Outlook and a Multi-Year Analysis – Budget Assumptions. This is what Brandi and Carmen use to build our tentative budget. The mandated one time fund of \$10,692,772 in FY 2016-17 was moved into fund 41 to keep it separated from the general fund knowing that we were going to deficit spend in the general fund. The plan

is to move some of it back into the general fund to close the deficit. The CCFS-311 quarterly report will go to the Board in May.

- D. FY 2015-16 Financial Audit Report: VP Perez provided a handout on the FY 2015-16 Annual Financial Report which is the general fund. We had an unmodified audit which means there were no findings. The interim audit is taking place right now. They're reviewing prior year recommendations. We were written up on the excessive use of Cal-Cards. The VP's will start reviewing who has Cal-Cards and their credit limits. We'll be doing a complete analysis of the program. VP Perez also provided a handout on the FY 2015-16 Financial and Performance Audits for Prop M. We received a finding for not having enough members on the Independent Citizens' Oversight Committee (ICOC). We need a member who is active in a bona fide taxpayers association and a member who is active in a senior citizens' organization. The District has advertised and will be advertising again.
- E. FY 2016-17 Year End Memo: Fiscal Year End is June 30, 2017. Carmen sent out a General Information email on the Fiscal Year 2017 Year-End Closing Schedule and it is also posted on the Fiscal Services Website. If you have questions, contact Carmen and her staff. Fiscal uses this timeline to help close out the fiscal year.
- F. FTES Report: Kendyl Magnuson reported he is in the middle of doing the P2 apportionment report that's due next week. Credit and non-credit FTES is just under 18,200, non-resident FTES is up about 100 FTES at 617. The total FTES is about 18,700.

### III. Other

- A. Staffing for Centers: The North and South Centers will open summer 2018. The administrators are finalizing a staffing plan for the South Center. Once it's finalized, it will be shared at SPC. The Centers need to be self-sustainable and self-sufficient. If we are projecting 750 FTES at the South Center for the first year, the expenditures need to be under that apportionment rate of 750. VP Sourbeer and VP Gonzales briefly talked about meetings they've had with their staff to discuss the different departments staffing needs for the new Centers.

### IV. Adjournment

There being no further business, the meeting was adjourned at 3:36 p.m.

**NEXT BUDGET COMMITTEE MEETING**

**April 25, 2017**

**2:45 p.m.**

**Location: AA-140**