



BUDGET COMMITTEE

MINUTES

October 10, 2017

A meeting of the Budget Committee was held October 10, 2017. The meeting was called to order at 2:50 p.m. by Vice President of Finance and Administrative Services, Ron Ballesteros-Perez.

Roll Call

Members Present: Ron Ballesteros-Perez, Colleen Bixler, Carmen Coniglio, Carmelino Cruz, Dan Dryden, Tricia Frady, Joel Glassman, Adrian Gonzales, Anel Gonzalez, Jack Kahn, Teresa Laughlin, Kendyl Magnuson, Travis Ritt, Fari Towfiq, Anastasia Zavodny

Members Absent: Aaron Holmes, Mireya Gutierrez-Aguero, Kai Kramer, Dung Pham, Candace Rose

Guests: Barbara Baer

Recorder: Dayna Schwab

I. Approval of Minutes:

MSC (Zavodny/Bixler) to approve the minutes of September 12, 2017. The minutes were approved unanimously with Joel Glassman abstaining.

III. New Business

- A. FY 2016-17 Recap: VP Perez provided a handout comparing the discretionary funds by division for FY 2016-17 and FY 2017-18. 23's is non-academic salaries, 24's is non-instructional aides, 40's is supplies and materials, 50's is other operating expenses, and 60's is capital outlay. He reviewed each division showing what they were budgeted for 16-17, what was expended, what the year-end balance was and what their 17-18 budget is.
- B. FY 2017-18 Budget Update: Our adopted budget is based on hitting the target FTES 19,200. Our latest enrollment was down 3.1%. That is about a \$5.51M hit to our budget. We will be funded off our prior year or current year FTES, whichever is greater. Opening the North and South Education Centers in summer 2018 should help. We are in the second year of restoration, we have one more year. We talked about borrowing FTES this year to hit our base but it will hurt us in FY 2018-19 because that is our last year of restoration and that's the year we get re-benched so we'd rather not borrow this year and put it towards next year.
- C. Budget Reduction: VP Perez showed a PPT slide on guiding principles for budget reductions. All budget reductions should have as little impact on students as possible; maintain accreditation standards of the college; protect the core curriculum, programs and services needed to fulfill the mission of the District; meet all legal, financial and statutory requirements (employee contracts, FTES targets, 50% law, FON); and maintain the 7% Governing Board Reserve. VP Perez asked the committee if they had any ideas for reducing the budget and to send them to Dayna to include for our next discussion.

- D. Fall 2017 Enrollment Report: Dr. Blake announced at Plenary that enrollment was up. Kendyl Magnuson clarified that yes, it was up compared to the same time the previous year but we had not reached our full enrollment capacity at that point. We continued to grow but not at the same pace. We have added a fair amount of Fast Track II classes, it is relatively small compared to the overall target for the fall term. There isn't a significant change compared to last year but they are filling up nicely. Our latest enrollment was down 3.1%.
- E. Strategic Enrollment Advisory Committee Update: The committee brainstormed and looked at all different areas of the college; Student Services, Fiscal, Instruction, etc. and came up with different ideas to incorporate into the plan. The writing group met to prioritize the ideas and put them into categories and will bring the preliminary draft back to the SEM committee to prioritize even further.

IV. Other

There was discussion about cancelling classes and what happened to those students. Has there been any analysis on if those students were able to find other courses, did they go to another college or were they not able to find a replacement course? VP Gonzales said Nancy Moreno's Student Ambassadors have phoned students to find out and found that a significant amount of students contact information in the system was not correct. VP Perez will ask Michelle Barton, Senior Director of Research & Planning to research and attend a future Budget Committee meeting to present their findings.

The next meeting we will look at the general fund and see where we cut back. We will start with short-term goals and move long-term. Review the ending fund balance reports, it should give us an idea where we can reduce. Some departments may be able to reduce spending more than others.

The 2016-17 budget officially closed and the 311 report is going to the Governing Board tonight.

V. Adjournment

There being no further business, the meeting was adjourned at 3:17 p.m.

NEXT BUDGET COMMITTEE MEETING**November 14, 2017****2:45 p.m.****Location: AA-140**