BUDGET DEVELOPMENT COMMITTEE

Meeting Notes September 2, 2009
(Approved at the meeting of 9/16/09)

Members Present: Adam O’Connor, Dan Willoughby, Ken Collins, Marcus Wilson, Cyndi Grein, Chrystal Van Beynen, Sharon Kelly, Tyler Speer

Absent: Vincent Velasquez

Meeting commenced at 2:03 p.m.

Meeting Notes:--Adam pointed out some wording changes for clarification to the meeting notes regarding extended day.

Dan Willoughby wanted additional clarification on the discussion related to using carryover monies to support extended day classes for spring that we had last meeting. Agreement that meeting our FTES target is imperative even if we need to transfer money in to meet that target. If there is any way possible to offer more classes in the spring schedule in order to serve the students we should. This would at least offer the students some options. Use the carryover from previous year’s extended day budget. Using the $691,000 amount of carryover could reduce the cuts by about half. We need to build a schedule to meet the needs. Transfer the $691,000 because we have the money or if needed to meet our target? As far as the previous notes go--leave what we have here alone and discuss today what we do want to recommend. With the correction, the meeting notes of 8/19/09 were accepted.

Follow-Up—Adam brought to the committee for comparison the carryovers from the 07/08. Most of the items are the same as on this year’s list. Adam then reviewed the list with the committee. Dual listed classes—Adam has been in contact with Greg Schulz and it was determined that SCE actually owes us some money. We should have received $20 per student as the amount for materials @ 85 students a year. That is the plan on a go forward basis—if we offer any seats for dual listed classes SCE should be paying us at the agreed upon rate per FTES.

2008/2009 Expenditure Breakdown (buff)—Adam reviewed the buff hand out and stated that this gives us a pretty good snapshot of how we are spending our money. Also included was the 2007/08 breakdown for comparison.

Technology/Computer Replacement Plan (green)—Nilo provided this information. The committee felt that this is not the information we anticipated getting. Most of the information is network related not classroom. This is what he shared with the deans some time ago. Marcus Wilson indicated that this
information doesn’t respond to the need for information regarding a tech/computer replacement plan. We are talking about computers in classrooms, labs and offices.

Chrystal then brought up the fact that the wireless connection has still not been brought into the 2000 patio area. Adam agreed to follow up with Nilo again on this issue.

Would it be ok to ask Nilo for a more detailed analysis: type of equipment and life expectancy? Marcus Wilson gave an example of what he thought we should be getting from Nilo. Information like useful life, turn over rate, etc. The information that was provided is all about updating the network not division offices or labs. Adam will get back in touch with Nilo so that we can get detailed information in order to make a recommendation.

**Carryover Review (pink)**—Of the $3.3 million that we have available, potentially funding up to $690,000 for extended day backfill, covering the lost Instructional Materials (lottery money) and vehicle replacement. The committee already made a recommendation on $100,000 per year for vehicle replacement. Instructional Materials—Dan emphasized the importance of knowing the amount of money for IM ahead of time and therefore we should go ahead and backfill that amount. If we feel that the $250,000 amount is too high then we could reduce that number in future years. The committee agrees we should backfill and possibly look at the numbers again in January.

Extended Day—what we really intend to do with carryover related to extended day? Ken Collins thought we could support extended day up to 5% over our FTES target. Non-credit FTES that we are able to generate would go towards our target. At a minimum we need to hit 17,500 with credit FTES. No need to state a specific number, $690,000. Meeting FTES or student demand. Once we create a spring schedule it is hard to add classes. We don’t know the additional divisional cuts yet. If we are cutting anything then this would help mitigate—knowing later won’t help us. Possibly do something for summer. Marcus Wilson thinks that faculty, as a whole, would say to spend every cent we have to serve students. $690,000 left last year, this year we should do so. It is a rational argument to use these dollars to teach classes. $2.4 million is the amount that we are supposed to cut. We could offset the $2.4 million by the $690,000. This semester they already cut $835,000 for the fall. Adam stated that we do have a $2.4 million cut and also have 22 faculty vacancies that we will get backfill for in the amount of $610,000 and with the non-credit lab shift gives us an additional $100,000.

We have about $4.1 million to spend on spring semester, intersession, June summer cost and substitutes. We spent $4.7 million in spring last year. We need to cut to the $4.1 million figure. Use $690,000 to offer as many classes as we can. Only teach the minimum as opposed to teach as many courses that we can. It was the general sentiment of the committee to support the use of these funds to minimize cuts. Help keep cuts down. If we can afford it we should. We would recommend using the $690,000 to maximize the number of classes we offer—to satisfy student demand.

If we use all of the carryover this year we would have to meet the cuts next year since this is one-time money. We could use other carryovers if necessary. How is our target FTES determined? If we go over or under, how are we affected? The district determines what the state will pay us for. If we don’t make our numbers we are held accountable. We should have a bigger cushion than we have as a district. If more growth that comes later we already have it.

$68,000 in Instructional Materials, $690,000 to extended day—not contingent on meeting the target. Adam will be discussing something in PAC next week. $1 million to hold for categoricals: CalWorks,
CARE, EOPS, Matriculation and DSS. The district believed they would be getting backfill dollars of about 25% and they would fund the difference, then it went to the backfill amount only being 12%. If we get no further funds and brought the budgets down the cut would be $1 million. It doesn’t appear that we can go much further without cutting personnel.

Is the decision not to backfill categoricals because they are student services areas? No. They need to stay within their budgets. This is a transition year and Adam thinks we need to hold that money aside. These areas are to be planning now for the larger cuts next year.

This leaves about $1.5 million to discuss for carryover plus $1 million that we cut ($472,000 in cash, 8 vacant non faculty positions totaling about $500,000). We could have mid-year reductions, we would have $1 million already. Could be possible to have mid-year cuts of $2 million. Agreed to postpone vehicle replacement plan until we see if there are mid-year cuts. We also want to hear from Nilo about a computer replacement plan.

What about the Instructional Equipment needs being met? Won’t know until it is determined if we will be having mid-year cuts. Instructional Equipment could be off the table for this year. If we get a $2 million mid-year cut, it leaves about $540,000. If we have the same number of international students, we would have $1.2 million carried over into next year.

**Spending Plan Review (blue)**—One side of the handout reflects the 2008/09 General Fund Spending Plan Recap by Division and the other side reflects 2009/10. One thing to point out, if there is a vacancy, it wouldn’t show on the spending plan. Only shows general fund allocations—some areas have income. Therefore there isn’t a perfect match when comparing to actual expenditures. Adam indicated that if there are any specific questions after review, feel free to ask.

**Update Regarding State and District Budget**—No other update at this time.

**Meeting Date Cancellation**—Cancelled the December 2 meeting due to emergency training.

Adjourned at 3:15 p.m.