

## BUDGET COMMITTEE MINUTES

Dec. 12, 2014, BFL 210, 9:00 – 11:10

**Attendance:** Michael Almaguer, Laura Burns, Kathleen Costa, Toni Fannin, Valerie House, Jackie Jones, John Nahlen

**Guests:** Roshan Dahi, Peter Garcia, Ted Wieden

	Topic/Activity	Presenter	Outcome
1	Public Comment		None
2	Announcements		House on Out of Class Assignment at the district, Jan-Feb, 2015 may miss a few meetings. Once meetings finalized she will try to attend monthly.
3	Agenda Review	All	<b>Fannin, motions, Costa, 2<sup>nd</sup></b>
4	November 14, 2014 Minutes	All	Committee members revised minutes; Nahlen listed as member, added Michael's name, inserted statement "BC agreed to fund top three bands, A,B,C of IC equipment request. <b>Costa, motions to accept with edits from Fannin, House 2<sup>nd</sup>, no opposition</b>
5	November 21, 2014 Minutes	All	Committee members revised minutes; Nahlen listed as member, added Garcia and Wieden to Guest. Committee Discussion: Need for campus wide definition for "key terms". Wieden: A glossary of terms developed as part of the accreditation work, listed on the DVC Homepage under Governance. Costa: conversation needs to happen around a campus wide definition to be utilized with program review (PR) and a process for making HR request. PR will be electronic so definitions of terms added into the template, each department uses the same definition. <b>Burns, motions to accept with edits, Fannin 2<sup>nd</sup>, no opposition</b>
6	Phase 3 SP15 Planning Timeline	Almaguer	Deferred to Jan 23, 2015 meeting: at that time Almaguer will create timeline with meeting dates and task. May 1 <sup>st</sup> is the last mtg. together before Phase 3 Recommendations goes to College Council
7	College Operation Budget History/Data-2002-2014	Dahi	Committee reviewed updated 2002- 2014 Budget History/ Data Report prepared by Dahi. SB361 model was implemented in 2009/10 where the district shifted the budget responsibility to the colleges. *Pages 1-5 provide college summary by function detailing totals for Operating Allocation, Final Budgets, Expenditures, Surplus/<Deficit> with percentages for Final Expenditures vs. Budget Allocation and % of remaining balances/unspent funds. All remaining pages provide the same total details by function (President's Office, Faculty Senate, Finance & Administration, Information Technology, Student Services, Institutional Advancement, SRC and Instruction). *Pages 6-8 details the President's Office which includes expenditures for Operating Cost, College Wide and Research. In 2009-10 these totals included expenditures for Marketing, Catalog Scheduling and Scholarship. *Pages 9-12 details Faculty Senate. The college receives an allocation based upon BP18.04 from the

		<p>district to run Faculty Senate operations, including replacement cost for faculty staffing. Once an assessment has been made all replacement costs are charged back to college. Dahi indicated that the college has generally learned about the Faculty Senate allocation in November or December, but moving forward will know allocation in September with the release of the Adopted Budget.</p> <p>*Pages 13-15 covers Business Office (Operating, College Wide, Comptroller, Cashiers Office, Central Services, Custodial Services, IT and Building and Grounds). Prior to 2008-2009 Building and Grounds was operated by the District. IT moved to Finance and Administration in 2011-12.</p> <p>*Pages 16-18 covers IT before relocation to Finance and Administration.</p> <p>*Pages 19-21 covers Student Services. Categorical programs like DSS has state allocation, so these pages show college portion of operating budget. International Student (ISAS) operating budget comes from the college and all revenue is added to college revenue. Admissions and Records budget increased from allocation to final budget is due to transcript and other fees, 2 positions are funded through these fees.</p> <p>*Pages 22-24 covers Institutional Advancement (Economic Development, Marketing and Catalogs), which is an area that does not exist after 2008-2009.</p> <p>*Pages 25-27 covers SRC (Administration, Academic, Custodial, Library)</p> <p>*Pages 28-30 covers Instruction (Academic Affairs, Apprenticeships, Instructional Divisions)</p> <p>*Pages 31-33 Academic Affairs</p> <p>*Pages 34-35 Library. In 2009/2010 the Tutoring Center's budget and responsibilities were moved to the Instructional Division level.</p> <p>*Pages 36-38 covers each Instructional Division.</p> <p>Committee discussion: centered on Divisions with structural budget issues, like Physical Education, where the operation budget is lower than the final expenditures due to adjustments made based on fees, co-curricular, rentals and cost associated with post season play and participating in championships.</p> <p>Committee discussion: comptroller expenditures such as, bank fees for debit and credit cards. These fees are about the same. So new machines in casher will take debit cards. HRM and Cafeteria will use both. Cafeteria and HRM are auxiliary services and have no operating budgets, so DVC subsidizes the loss due to high cost of staff and staff benefits.</p> <p>Committee discussion: budget model used by HRM not allowing for an accurate analysis of the true cost for Instruction and Food Services. Instructional costs are set, whereas the cost for food services undercut prices in the Book Center and Cafeteria- we are competing amongst ourselves-this practice hides the true cost. We are doing a good job of feeding the</p>
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			campus, our challenge is how to account for not making money at both DVC and SRC.
8	Phase 3 <ul style="list-style-type: none"> <li>• Operating Budget primary needs</li> <li>• Operating Budget reallocation options</li> <li>• Operating Budget reallocation rubrics</li> </ul>	Almaguer /Peppo	Committee discussion: around the task of how the BC begins to look at the big picture of Phase 3. Creation of a document to share with the campus community to allow them to provide feedback. Phase 3 recommendations needed and in place by Fall 2015.
9	Phase 3- Task Force Questions/Input	Almaguer/Peppo	Committee questions <ul style="list-style-type: none"> <li>• Is training around budget management needed?</li> <li>• What are we creating and what does a finished/competed plan look like?</li> <li>• Budget history report doesn't show all resources that each division/department receives, how do we get that data to consider?</li> <li>• What is the true cost of operation, what does the cheapest configuration look like and what is the downside to doing this?</li> <li>• Are department dean and chairs operating under scarcity model and don't ask for funds for projects because they are not sure what funds are available?</li> <li>• Should we share this entire budget history report with them?</li> </ul>
10	Phase 3	Costa	Committee members were asked to review the Task Force Questions created by Costa and provide feedback at the next meeting.
11	Spring Meeting Dates	Almaguer	Spring dates tentatively approved: 1/23, 1/30, 2/20, 2/27, 3/13, 3/20, 4/17, 4/24, 5/1 (conflict with Deans and Chairs meetings). All meetings will take place in BFL210, 9-11am. Costa will be out 1/23, 1/30 and 4/17 Jones will be out 2/27, 3/20 Fannin will be out 2/20 Committee members asked to check calendar and email group regarding non-attendance dates. Perhaps we will need to reschedule some date.

Next Meetings on Jan. 23, 9-11, BFL210