

SBVC
Budget Committee

8-27-2013
10:30 a.m.-11:30 a.m.
ADSS 207



Members: *Present*

Laura Gowen	<i>Celia Huston</i>	Zinicola Lyndsie	Sergio Mendoza
Edward Millican	Roger Powell	<i>Scott Stark</i>	Cassandra Thomas
Attendees:	Stacy Garcia	Janet Johnson	

Topic: **Discussion:**

Review Minutes First meeting

Scott S. Reviewed Charge and Membership, now it will go to the

- President
- Academic Senate
- CSEA – Cassandra
- District Assembly

Reviewed Allocation Model

- Unrestricted/General Funds
- Fiscal Services
- 2% Safety overage in FTEs
- 70/30 Split

Access = Growth
Interest Income on Reserve
SLO \$200,000 District wide

Budget County Manual (BAM) - 50% Rule Expenditures by Type Code
75/25% Permanent/Adjunct
Roger mentioned how he thought that legislature wanted to create a floor not a ceiling.

Scott is looking at Efficiency and Effectiveness campus wide.
Mandated costs keep going up up up with safety testing, meeting compliance rulings, e.g. CUPA, Elevator, ADA and Fire.

We need to develop a process now to figure out how to help CHC and not hurt SBVC.

Adjourned 11:45pm



San Bernardino
Valley College

Budget Sub-Committee

AGENDA

September 24, 2013

- **Review Minutes**
- **Co-Chair**
- **Current Budget excess funds**
- **Fund Balance and Prop 30 funds**
 - **Fund Balance reporting for College Council**
 - **Use of Fund Balance**
 - **Procedures**

NOTES:

Next Meeting: October 22, 2013

SBVC Budget Committee

9-24-2013
10:40 a.m.-11:55 a.m.
ADSS 207



Members: *Present*

<i>Laura Gowen</i>	<i>Celia Huston</i>	Zinicola Lyndsie	Sergio Mendoza
<i>Edward Millican</i>	<i>Roger Powell</i>	<i>Scott Stark</i>	Cassandra Thomas
Attendees:	<i>Stacy Garcia</i>	<i>Janet Johnson</i>	

Topic:

Discussion:

Review Minutes September 24, 2013 Minutes Approved

Scott S.

Academic Senate requested assigning a faculty member as Co-Chair. Roger said he could do it starting in January. Academic Senate thinks maybe the membership could be better defined. Try for more faculty members with Academic year 2014-2015. Celia will take recommendation of Roger as Co-Chair to Executive Committee.

The Final Budget is online; Scott will work on getting a hard-copy for members of the committee.

- Excess Funds - \$766,635 Revenue-Expense=Difference
- Fund Balance is unidentified on the Allocation Model
- Prop 30 showed expenses but not revenue
- Salary Savings usually 4.5-3.2% SBVC went with a conservative 2.5% this is represented in the 9999.** Object Codes at almost \$800,000
- Underestimated Adjunct cost by overestimating faculty load
- District funding for additional 2%
 - Administrative Services will create a monitoring tool to show trends and variances

District Fund Balance discussion on how the money should be available to the campus and how to get access. Have District keep 15% as a safety net. Concession was to not do the access like a block grant application. If you have the feeling that money is going to be taken away the tendency is to hurry to use it. SBVC already has the internal procedures to access campus funds. It was mentioned that the additional funding to assist Crafton Hills come from the District excess money.

Ed mentioned how California Brain Trust consultants were obtained by the Chancellor and will be going to the October board meeting for approval. They will be communicating with Crafton Hills about why they are in a deficit and can this be corrected. If they find that they are doing as well as possible then they will look at the Allocation Model. They need to communicate with SBVC also. It was mentioned that SBCCD pay scale was previously above Barstow but not any longer.

Adjourned 11:55pm



Budget Sub-Committee

AGENDA

October 22, 2013
10:30 A.M. ■ ADSS 206

- **Review Minutes**
- **Review Academic Council Input On Membership**
- **SBVC Fund Balance – Use Of**

NOTES:

Next Meeting: November 26, 2013



Budget Sub-Committee

AGENDA

November 26, 2013
10:30 A.M. ■ ADSS 207

- **Review Minutes**

- **Old Business**
 - Report back on BC recommendation for "shot in the arm" operational budget booster campus wide
 - Budget Committee membership scheduled for College Council discussion

- **District Budget Committee Update**
 - Committee Roles and Responsibilities
 - Self Evaluation – transparency and communication to constituencies
 - Role of committee with Allocation Model and CBT report

- **Fund Balance Report**

- **New Business**
 - Budget Books FY 13-14
 - New Student Success Funds allocated approximately \$315,000
 - New FTES Target for current Fiscal Year +2% = \$193,000
 - Accreditation Topics and Questions

Next Meeting: January 28, 2014

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www.valleycollege.edu

SBVC

Budget Committee

11-26-2013
10:30 a.m.-11:30 a.m.
ADSS 207



Members: *Present*

Laura Gowen Edward Millican Roger Powell Scott Stark

Attendees: *Karol Pasillas*

Topic: **Discussion:**

Review Minutes October 22, 2013 Minutes Approved

Comments President agreed with the "shot in the arm" budget booster campus wide. Discussed what criteria will be used to determine the amount that will be given how to be given. Should it be given to programs or departments, should the programs/departments be on the Program Review Efficacy to receive funds, should high demand programs/departments get more than low demand programs/departments?

Scott S. Scott will present the question of Budget Committee membership to College Council for discussion.

Discussion about Committee Roles and Responsibilities, Self-Evaluation – how can the committee be more transparent and communicate what is being done during the meetings. It was suggested to do a webpage and to also communicate once a month to Academic and Classified Senates.

A handout of the Fund Balance Report was distributed to help decide the amount to suggest to the College Council for the "shot in the arm" booster. It was recommend not to exceed the maximum amount of \$250,000.00 – Moved by Ed Millican and 2nd by Laura Gowen.

The Budget Book for FY 13-14 was distributed and Scott explained information on page 44 and 45. Were asked to review and asked question at next meeting. Also handed out the Financial Resource portion of Accreditation Standard IIID and asked them to review and to email Scott with any suggestions or comments.

Scott talked about the new Student Success Funds that will be allocated in January 2014. Dr. Kinde is developing a plan on how the funds will be utilized. Discussed the added 4% FTES for 2013-2014. Funds have already been received for the first 2% and expect additional funds for the remaining 2% in January.

Adjourned 11:30AM



Budget Sub-Committee

AGENDA

January 28, 2014
10:30 A.M. ■ ADSS 207

- **Review Minutes**

- **Old Business**
 - SBVC one time allocation not to exceed \$250,000 approved by College Council 1-22-2014. Application process being developed and will be ready early February.
 - Budget committee membership: Scott raised the issue at College Council for discussion. The issue centers around whether faculty should comprise 50% of the membership. Algie Au will bring back for further discussion at next Council meeting.

- **District Budget Committee Update**

- **Guest Speaker:** Jose Torres, Director of Fiscal Services

- **New Business**

Next Meeting:

SBVC

Budget Committee

1-28-14
10:30 a.m.-11:30 a.m.
ADSS 207



Members:

Present

Laura Gowen *Celia Huston* *Edward Millican* *Roger Powell*
Cassandra Thomas

Attendees: *Jose Torres* *Susan Rychevic* *Karol Pasillas*

Topic:

Discussion:

Review Minutes November 26, 2013 Minutes Approved with amendment

Comments Shot in the Arm Budget was approved, criteria was determined and a request form was being developed. Talked about the Classification Study, how the Affordable Health Care Act was not going to affect the full time but might affect the part-time. Prop 30 is going away and that the CA governor will not pursue to extend it. Asked how the extra fund balance is invested and how it can be invested.

Ed Millican reported on items that were covered at the District Budget Committee which included what the charge of that committee was and that the committee meets the day of every Board Meeting.

Reported that the consultants working on the Budget Allocation Formula has produced a report and it should be sent out early in February.

Jose Torres Jose presented a slide show on where the District gets its different funding allocation, resource allocation model and the California Community Colleges report 2012-2013 Second Principle Apportionment for SBCCD. He also talked about the COLA and how it is a marginal increase to the base funding and can be used for any needs not just salary increases.

Was asked if Bog Waivers are included in the estimated revenue that SBVC reports or is it cash collected – Susan was going to find out for the committee. Committee asked about KVCR and when it was going to be able to fund them. Some of the committee commented that all Public Stations have to get funding from somewhere.

Committee commented on Grants and how some of the grants funding restrictions are that when a Grants ends, some if the Grant Funded Positions will need to be institutionalized. SBVC must consider this when preparing the development budget. Should be handled at college level.

Adjourned 11:40AM



Budget Sub-Committee

AGENDA

February 25, 2014
10:30 A.M. ■ ADSS 207

- **Review Minutes**

- **Old Business**
 - SBVC one time allocation

 - Budget committee membership

- **New Business**
 - College Brain Trust Report

 - Review SBVC Fund Balance

 - Developmental Budget 2014-2015

Next Meeting:

SBVC Budget Committee

2-25-14
10:30 a.m.-11:30 a.m.
ADSS 207



Members:

Present

Laura Gowen Edward Millican Scott Stark Cassandra Thomas

Attendees: *Karol Pasillas*

Topic:

Discussion:

Review Minutes

Held off on approving January 28, 2014 Minutes due to not enough members present. Will approve on March 26, 2014.

Comments

One-Time Allocations progressing daily using Restricted Lottery or the One-Time Allocation Funding depending on use of funds. Karol communicates through email once the allocation has been approved with the date the BT went to District and the account number the funding is going into.

Budget Committee Membership going back to College Council for next meeting. Question brought up why so many faculty members on committee. Scott researched membership for different colleges and faculty average per a committee was 30% to 37% for Academic Senate.

- 3 Faculty
- 2 Classified
- 2 Managers
- 1 Student

The College Brain Trust Report is in line with thinking. The big "hitters" were addressed one at a time. Changing the allocation model to a "Floating Allocation Model", which means SBVC and Crafton have to keep up FTE's to get the funding they are right now and Crafton funding will not be coming from SBVC. Crafton will need to earn more FTE's to get more funding and will have to grow into its current staffing. Both colleges will retain their own roll over fund balance which does not including the 15% required by the Board for SBVC. District is going to have to show where the funding is going that they are getting allocated from SBVC. The report shaded light on items and as a good report in all.

Adding 4.2 to 4.5 million dollars to fund balance from redevelopment groups that was going into Fund 41 but should have been going to the Colleges. Will have to relook at the fund balance once the funds have been put into it. Fund balance should be not be used on long term expenses and new hires only one time expenses should be funded.

Talked about the possibility of step increase from 1% to 3% from current negotiations and from the Classification & Compensation Study.

Development budget will be done by early April. The development budget assumptions are:

1. Increase in Utilities
2. Adjunct Faculty
3. Pulling back funding for KVCR and having them pay for their cost of utilities, custodial cleaning and supplies and maintenance of their part of the building they are in.

Was asked to give out reminders a week before and the day of.

Adjourned

11:15



Budget Sub-Committee

AGENDA

March 26, 2014
10:30 A.M. ■ ADSS 207

- **Review Minutes**

- **Old Business**

- **New Business**
 - Review SBVC Fund Balance

 - Developmental Budget (preliminary) 2014-2015
 - Power Point from open forum
 - Factors:
 - 3% salary increase \$250,000 per %
 - State Deficit Trends
 - Increase in Benefits

 - Recommendation for Funding Program Review Needs

Next Meeting:

SBVC Budget Committee

3-26-14
10:30 a.m.-11:30 a.m.
PS 153



Members:

Present

Stacy Garcia Laura Gowen Celia Huston Edward Millican Scott Stark

Attendees: *Karol Pasillas*

Topic:

Discussion:

Review Minutes Will review of minutes for 2-25-14 and 3-26-14 will be approved on 4-26-14.

Comments Scott presented the SBVC fund balance report, reviewed the preliminary developmental budget outlook for FY 2014-15 including the financial portion of Dr. Fisher's power point presentation "Showing You the Money", and reviewed the potential influencing factors of salary increases, state deficit, and increases in benefits. Scott reviewed and there was open discussion on our strategy for growth, the allocation model and the new "floating percentage" approved by the District budget committee.

Scott discussed the program review priorities, the total requested amount of approximately \$2.6M, and a proposal to fund \$1M of the top priorities across the categories. This was heavily discussed and reviewed by the committee against the backdrop of the previous discussion regarding our financial health, fund balance, the 14-15 developmental budget, and the unknown variables. Possible financial scenarios were reviewed on the whiteboard.

Scott then entertained a motion to approve a recommendation of expenditure not to exceed \$1,000,000 from the SBVC Fund Balance to provide for needs identified and prioritized by the Program Review Committee for FY 2014-15. Millican motioned, Gowen second.

Discussion followed, and Millican amended the motion to approve a recommendation of an expenditure not to exceed \$1,000,000 from the SBVC Fund Balance to provide for needs identified and prioritized by the Program Review Committee for FY 2014-15, and the committee further recommends that if the budget picture improves, consideration be given for additional expenditure towards the unfunded program review priorities. Huston second, and the committee voted as follows:

AYES: Stark, Millican, Gowen, Garcia, Huston

NOES: None

ABSENT: Powell, Lyndsie, Mendoza

ABSTENTIONS: None

Motion carried.

Adjourned 11:30am



Budget Sub-Committee

AGENDA

April 23, 2014
10:30 A.M. ■ PS 153

- **Review Minutes**

- **Old Business**

- **New Business**
 - Review SBVC Fund Balance

Next Meeting: September 2014