

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

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 include 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 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

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 October 22, 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

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

SBVC Budget Committee

10-22-2013
10:35 a.m.-11:42 a.m.
ADSS 207



Members: *Present*

Laura Gowen *Celia Huston* *Zinicola Lyndsie* *Sergio Mendoza*
Edward Millican *Roger Powell* *Scott Stark* *Cassandra Thomas*

Attendees: *Janet Johnson*

Topic: **Discussion:**

Review Minutes September 24, 2013 Minutes Approved

Comments Celia shared that the Academic Senate is okay with the committee being comprised of:

- 5 Faculty
- 2 Administrators
- 2 Classified
- 1 Student

Committee Approved by Ed Millican and 2nd by Cassandra Thomas for FY 14-15.

Scott S. Scott will present to the various campus groups of the committee configuration.

Scott mentioned that Fiscal Services would like to create a policy/procedure on how fund balances can be spent. The President and Scott would like to see the control of the fund balance stay at the campus. Question came up on where the interest is applied from SBVC's Fund Balance?

Discussion on SBVC's fund balance and how SBVC would like to use it:

- Assuming \$4M Fund Balance – See example below:
 - Do not Spend Reserve - \$2,000,000
 - SBVC Reserve - \$1,000,000
 - Rainy Day Reserve - \$600,000
 - Fund Priorities - \$400,000

If money was invested would need a formula on how to spend the interest income. Would also need to know laws or policy in place for community colleges. To build morale SBVC might want to add funds to operational budgets by using some procedure of FTEs, Program Review or Initiatives; make sure to document in the Annual Budget Report. Chances are our Fund Balance will not go up this year but if it does we would need to come up with some formula of change? Committee will be investigating how other colleges handle their fund balances.

Need to look at the institutionalizing of grants and how that is done in the future. Funding source for SLO's.

When a campus uses up their fund balance and making sure they are solvent.

Scott mentioned that the District is funding the lockdown hardware for SBVC campus.

When or if the District or a campus needed to borrow from SBVC's Fund Balance we would want it to be considered a loan giving the incentive to spend prudently.

Committee might want to meet more often after the first of the year to accomplish goals.

Adjourned 11:42pm

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



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

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 Community College District
FYE 2013 - 2014 -2017 Resource Allocation Model**

		2013-14 Budget		
		SBVC	CHC	Total
State Base Revenue				
1	Base Allocation Revenue per SB361 for Medium and Small Colleges	\$3,939,076	\$3,376,351	\$7,315,427
2	Total District Credit FTES per State Allocation (Funded)			13,191.19
3	Credit and Noncredit FTES Split (Determined by Chancellor's Cabinet)	70.00%	30.00%	100%
4	Total College Credit FTES (multiply line 2 x 3) (Funded)	9,233.83	3,957.36	13,191.19
5	District Funded Rate Credit FTES per State Allocation			\$4,636.49
6	Credit Funding per State Allocation (multiply line 4 x 5)	\$42,812,574	\$18,348,246	\$61,160,821
7	Total District Noncredit FTES	\$0	\$0	0.00
8	Total State Base Revenue (add lines 1, 6, & 7)	\$46,751,650	\$21,724,597	\$68,476,248
State Revenue With Growth & COLA Adjustments				
9	District ACCESS FTES per State Allocation	208.73	89.46	298.19
10	ACCESS Funding (multiply line 5 x 9)	\$967,782	\$414,764	1,382,546.14
11	Other Revenue Adjustment per State Allocation	\$0	\$0	\$0
12	Deficit Coefficient per State Allocation	\$0	\$0	\$0
13	Total State Revenue (add lines 8, 10-12)	\$47,719,433	\$22,139,361	\$69,858,794
Other Revenue				
14	Part-time Faculty & Faculty Office Allocations	\$216,841	\$92,932	\$309,773
15	Unrestricted State Lottery Funds Allocation	\$1,163,463	\$498,627	\$1,662,090
16	District-wide Interest Income	\$53,060	\$22,740	\$75,800
17	Other Campus Revenue Projections (per Campuses)	\$848,646	\$617,999	\$1,466,645
18	Total College Revenue (add lines 13, 14-17)	\$50,001,443	\$23,371,659	\$73,373,102
Assessments				
19	District Office Operations Expenditure	-\$8,851,882	-\$3,793,664	\$12,645,545
20	Property & Liability Insurance	-\$420,000	-\$180,000	\$600,000
21	KVCR Operations Expenditure Budget	-\$490,000	-\$210,000	\$700,000
22	Supplemental Employee Retirement Plan	\$0	\$0	\$0
23	Projected GASB 45 Compliance Retiree Obligation	-\$525,000	-\$225,000	\$750,000
24	Economic Development & Corporate Training (EDCT) Expenditure Budget	-\$197,800	-\$84,772	\$282,572
Individual Site Budgets				
25	Total Site Budget Allocation for Colleges (add line 18, 19-24)	\$39,516,761	\$18,878,224	\$58,394,985
26	1000 Academic Salaries	\$18,948,429	\$9,277,945	\$28,226,374
27	2000 Classified Salaries	\$7,099,084	\$4,366,822	\$11,465,906
28	3000 Benefits	\$7,882,183	\$4,069,401	\$11,951,584
29	4000 Supplies	\$577,522	\$220,610	\$798,132
30	5000 Other Expenses	\$3,804,391	\$1,501,508	\$5,305,899
31	6000 Capital Outlay	\$276,041	\$59,466	\$335,507
32	7000 Other Outgo	\$0	\$0	\$0
33	9999 Prior Year Carry Overs	\$162,476	\$31,276	\$193,752
34	Forecasted Site Budgets	\$38,750,126	\$19,527,028	\$58,277,154
35	Excess/(Deficit) (line 25 minus line 34)	\$766,635	-\$648,804	\$117,831

General Ledger Balances

District 72 -- San Bernardino Community College District

As of 6/30/2013

Object	Beginning Balance	Year-To-Date Debits	Year-To-Date Credits	Ending Balance
9500-9999 LIABILITIES AND FUND BALANCE				
979700 -- SBVC UNDESIGNATED FUND BALANCE	-2,667,259.00	169,450.00	0.00	-2,497,809.00
Total 9500-9999 LIABILITIES AND FUND BALANCE	-2,667,259.00	169,450.00	0.00	-2,497,809.00

Selection Criteria: District = 72; Object = 979700; Restricted & Unrestricted Filtered By: 72,jjohnson.External 1

EduReports - CECC

Data Last Updated: 9/24/2013 7:31 AM