Finance/Budget & Planning Committee Meeting
Meeting Date: March 18, 2015
Location: Board Room - 12:45 p.m.

MINUTES
Committee Members: X = Present, A = Absent

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<tr>
<th></th>
<th>Nichole Carver</th>
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<th>Pearl Bandringa</th>
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<th>Steve Garcia</th>
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<th>Charity Lindsey</th>
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<td>X</td>
<td>Odell Moon</td>
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<td>Frederick Board</td>
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<td>Karen Hardy</td>
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<td>X</td>
<td>Joe Pendleton</td>
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<td>Justin Gatewood</td>
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<td>Pat Luther</td>
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<td>Tim Isbell</td>
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Non-Voting Present: Deedee Orta, Roger Wagner, Virginia Moran.

1. The meeting was called to order at 12:52 p.m. by Tim Isbell, Chair.

2. Approval of the Minutes: The minutes of the January 7, 2015 meeting were presented and approved as submitted. Motion made by Mr. Garcia and seconded by Pat Luther to accept the minutes as presented.

NEW BUSINESS

3. Proposed, Tentative Budget: Ms. Orta presented the 2015-16 Proposed Tentative Budget that had been previously emailed to the committee. Dr. Wagner explained this information is what he has been presenting in the many campus forums he’s been holding for the campus community. This Proposed Tentative Budget is based on lessons learned from the past and is not as conservative as we are used to. It includes reducing next summer offering by half. Dr. Wagner stated he is still not convinced that we should be chasing FTES’s to be a mid-size college. Sometimes we get focused on growth and we forget about retention. If we can retain our students, then that IS growth. The budget office is looking at removing unused budgets in the supplies and contract (4-5000) areas similar to how it was done a couple of years ago. Dr. Wagner stated that the hope is that the revenue is going to be better than what we anticipate by the time we reach tentative status in June. This will all depend on how the State gives the revenue to the districts. Mr. Isbell asked how the 2014-15 budget vs. 2015-16 Tentative was arrived at. Dr. Wagner explained that we looked at the historical data averages in the salaries and benefits areas vs. actual. Ms. Orta added that the contract budget (5000’s) is lower due to having paid off the SERP’s last payment.

4. 2015-16 Budget Assumptions: Dr. Wagner went over the expense assumptions explaining that this is a very rough approach and recognizes that they may not all be achievable. Our hope is that we will not have to ask to implement any of them. He stated that the bargaining units have mutually agreed by all parties to re-open health & welfare benefits since we had not had the rates at the time they were negotiating. Dr. Wagner also stated that a survey had been sent to try and get an idea of how many may be taking the retirement offer, for an assumption; the budget office used 8 people. In addition, he explained that his term “hiring frost” meant that there could be a person hired back if a position becomes vacant, therefore he would not call it a “hiring freeze”.

5. Follow-Up Report #5: Dr. Wagner spoke to the committee regarding the upcoming visit from the ACCJC Team. He stated that the Team has already asked to meet with certain staff members and that he feels the report looks really good. He also stated that the difference this time is that we don’t have just a plan, rather, it includes a Proposed Tentative Budget that is balanced and includes items to fix it. Dr. Wagner also spoke of
two Task Groups he has organized 1) IPEDS group to review the IPEDS report and look at total cost of ownership, and 2) Consolidated Reports Task Force to review reports the district has obtained from the FCMAT as well as the Cambridge report. They will look for inefficiencies, enrollment management, positive attendance, etc.

6. **PRAISE Augmentation Sub-Committee:** Chairman Isbell asked for volunteers to serve on a sub-committee to review the Tier II prioritized augmentation requests. Ms. Carver, Ms. Hardy, Mr. Garcia, Professor Moon, and Mr. Isbell will form the committee. Ms. Orta will assist where needed and Dean Moran will assist with the rubric. Chairman Isbell will send an email for date/time to meet. April 1st, Tier II requests are due to the Finance, Budget and Planning Committee; May 6th, a Preliminary Budget is due to this committee for review. Ms. Moran will move the Administrative Service request to the appropriate space on SharePoint. Mr. Isbell mentioned that not all staff are signing off on their Program Review cover sheet.

7. **Augmentation Rubric Form Review:** The committee agreed to use the form as is.

8. **IPRC, NIPRC, FB&P Joint Meetings (Week of April 6th):** Mr. Isbell stated the date was not yet known, however, he will send an email to see if a date has been determined yet. He asked that the committee plan to attend if possible.

9. **Discussion of Date/Time of Finance, Budget and Planning Meetings:** The committee agreed to keep the date and time of the meetings the same.

10. **Budget Update:** Included in conversation above.

11. **Campus Communication (committee members):** Professor Moon stated that he would like to see more communication between this committee and the campus community specific to changes in growth methodology and CDPE rates. He suggested that workshops be offered at the start of every cycle to review any such changes.

12. **Next Scheduled Meeting:** The next meeting is scheduled for April 1st.

13. **Adjournment:** The meeting was adjourned at 2:16 p.m.