Finance/Budget & Planning Committee Meeting  
Meeting Date: August 27, 2014  
Location: Staff Lounge - 12:45 p.m. 

MINUTES 

Committee Members: X = Present, A = Absent  

<table>
<thead>
<tr>
<th></th>
<th>Nichole DuBal</th>
<th>X</th>
<th>Pearl Bandringa</th>
<th></th>
<th>Steve Garcia</th>
<th>X</th>
<th>Charity Lindsey</th>
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<tbody>
<tr>
<td>X</td>
<td>Odell Moon</td>
<td>A</td>
<td>Frederick Board</td>
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<td>Karen Hardy</td>
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<td>X</td>
<td>Joe Pendleton</td>
<td>X</td>
<td>Justin Gatewood</td>
<td>X</td>
<td>Pat Luther</td>
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<td>X</td>
<td>Patricia Wagner</td>
<td>X</td>
<td>Tim Isbell</td>
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<td>Robert Sewell (A: 1:15)</td>
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1. The meeting was called to order at 12:51 p.m. by Tim Isbell, Chair.

2. Review of Proposed 2014 – 2015 General Fund Budget: The County System experienced issues on Wednesday, August 20 which centered on the calculations of salaries and also affected Barstow College’s budget office. These issues have persisted since then and only were resolved today. Therefore, the attached proposed 2014-2015 General Fund Budget handout is a draft.
   - There were three (3) changes to the model:
     a. A column was added to include the “Budget” for 2013 – 14 in addition to the column to show the “Actual” for 2013-14. This allows the committee to clearly see the difference between budget and actual;
     b. A line item was added under “Estimated Revenues” for State Apportionment Prior Year Recalculations revenue;
     c. As requested by the committee, a line item under expenditures was added, breaking out the managers salaries.
   - Many factors play into the adjustments of the worksheet, including but not limited to positions which were budgeted for but were not filled. Other increases to the budget include steps and longevity for all eligible employees. The cost of any other negotiated items between the District and employee groups must be supported from the reserves. However, proposed academic salary increases for AFT for 2014 - 2015 are included in the worksheet. Increase in PERS and STRS, Health and Welfare, and Worker’s Compensation add up to approximately $1.1 million and were added into the worksheet. These mandated costs are currently at 11.7%, but by 2020-2021 these expenses are expected to be at 19.1% and 20.4% respectively for STRS and PERS.
   - In Fiscal year 2011 – 2012, the auditors required the District to liquidate its Vacation Liability Fund (GASB 10 and 16) to immediately pay off the vacation banks for employees who separate from the College. In order to post the vacancies more quickly, the District proposed establishing a fund with an investment of $500,000. Over the past two years, the auditors did not provide any advice as to “how to” establish this fund. Subsequently, the District is abandoning this goal by zeroing out the proposed expense budget.
   - The College needs to generate as many FTES as possible, pushing more sections in order to meet the State funded requirement for mid-size college apportionment. This can be done by development of more second 8 week classes, and pushing spring and summer terms.
   - The line item “Transfers/Reserves” may be changed to read “Transfers from Reserves” should there be a need to balance the budget with reserve money from the GIC to meet the 5% reserve required by the Board. This may not be required. Many factors change the budget. Typically at the end of the year not every department spends their entire budget and these dollars can be added back in to the
overall budget and may meet the 5% requirement without having to draw on the GIC to balance the budget.

Motion: (Moon) To approve tentative budget as submitted to the committee with changed and adding “transfer from reserve” to meet the 5% required by the Board of Trustees.
Second: (Hardy);
All voted in favor of motion.

3. The next meeting is scheduled for September 3, 2014 – Staff Lounge

4. The meeting adjourned at 1:52 p.m.