Finance/Budget & Planning Committee Meeting
Meeting Date: September 3, 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>X</th>
<th>Steve Garcia</th>
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</thead>
<tbody>
<tr>
<td>X</td>
<td>Odell Moon</td>
<td></td>
<td>Frederick Board</td>
<td>X</td>
<td>Karen Hardy</td>
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<td>X</td>
<td>Joe Pendleton</td>
<td>A</td>
<td>Justin Gatewood</td>
<td>A</td>
<td>Pat Luther</td>
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<td>X</td>
<td>Patricia Wagner</td>
<td>X</td>
<td>Tim Isbell</td>
<td>X</td>
<td>Robert Sewell</td>
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Non-Voting Present: Deedee Orta and Shirley Snell-Gonzalez (recorder).

1. The meeting was called to order at 12:51 p.m. by Tim Isbell, Chair.

2. Approval of the Minutes: The minutes of the June 4th and August 6th, 2014 meetings were presented for review: MSC K. Hardy/J. Pendleton to open this item. Professor Pendleton asked that statements he made at that meeting referencing his position as the Chairman of the ESL and Basic Skills programs, as well as issues he expressed as to how the data was collected and presented to the Finance, Budget and planning committee be included. He stated that there was no faculty input in the data and he felt that there were inaccuracies. Those clarifications will be made to the minutes. The motion to approve the minutes as amended passed. The minutes of the August 6th meeting with a motion from P. Bandringa and a second from K. Hardy. Ms. Bandringa asked that a minor correction be made with reference to a statement. The minutes were approved as amended. The minutes of the Special Meetings of the Finance, Budget and Planning committee for August 14th and August 22nd will be presented for review and approval at the next meeting.

3. Perkins Funds Presentation: as Dean Luther was not in attendance, this item will be on the next agenda. Chairman Isbell stated that the process followed for Perkins funding approval is a potential model for other funding processes. It was suggested that the deans be invited to hear the presentation as a possible tool to help with their requests for various funding possibilities.

4. Review of Tentative 2014 – 2015 General Fund Budget: Deedee Orta explained the Tentative Budget for 2014 - 2015 which will be presented to the Board of Trustees at their meeting next week. Added to this report are the “State (Apportionment) Prior Year Recalculation” statistics, which are now calculated annually, as well as the new inclusion of “Management Salaries.” Based on the 2014 – 2015 total revenues of $48,945,523 vs. the total estimated expenditures of $55,678,720, the District will have to bring in another $7 million next year in order to balance the budget; savings have been depleted. The Adopted Budget column from last year, 2013- 2014 was also included. Included in that listing is a contingency of $711,000 in undistributed COLA. RDA monies of approximately $3 million for the sale of assets are also being deposited. Additional revenue not normally received, Mandated Costs, has been requested from the state which is $28/FTES, which is approximately $259,000. The requested $119,000 in augmentation requests for the upcoming year will also be included. Benefits are expected to increase next year by about 11%. Faculty salaries have not been included in the report as none have been approved or funded. Professor Moon asked for clarification of the needed FTES for next year. In order that VVC be considered for mid-sized status, we would have to reach 9647. EPA funds are decreasing which may be a concern in the near future. The listed estimated budgets for 2015 – 2016 and 2016 – 2017 are based on a conservative growth estimate of 1% growth. Ms. Orta stated that the District and the AFT have temporarily settled their contract for $300,000, excluding benefits, which
still has to be board approved. She also stated that the Budget books will be complete today and distributed to the board members. There is a board workshop prior to the board meeting Tuesday, September 9th.

5. **Other:** A discussion regarding the Budget Development Timeline was cited. It was felt that the timelines have not been adhered to which caused delays in approval of the funding. Chairman Isbell stated that according to last year’s timeline, the augmentations were due at the end of April, but extensions were granted for the Divisional summary reviews, which caused delays in this committee’s review of those requests. Mr. Isbell stated that ACCJC surveyors were concerned that VVC was not following our own processes. Mr. Sewell suggested that the Deans be placed on this committee agenda, at the appropriate time, with appropriate notice to allow the Deans to respond to their obligation in acquiring the needed information. It was suggested that Chairman Isbell prepare a recommendation to the College Council committee as to adherence to the established budget development timelines and that failure to meet those deadlines may result in no consideration of augmentation requests being approved. He will have this recommendation for discussion at the next meeting.

Professor Moon asked for a status report with regard to ACCJC Recommendation 6 follow-up. There was no update provided.

Professor Moon addressed the recent newspaper articles regarding concerns with Bond JJ fund spending and allegations that VVC is inappropriately using the funds. Mr. Garcia asked that the committee use caution in addressing this issue and stated his opposition in bringing it to the committee. If this fund account is discussed here, the possibility of other funds, i.e., Fund 42, Perkins, Basic Skills, GIC, etc., may also be opened up for scrutiny. Ms. Hardy stated that GIC funds are special review funds, all accounted for, which are overseen by the Board of Trustees and are spent at their discretion. It was suggested that Dr. Javaheripour be invited to the next meeting to provide an overview of the bond funds.

Professor Wagner stated that the Writing Center has given 30 presentations to various classes during the first week of the semester. Subsequently, eleven of the classes visited the Writing Center. Professor Wagner also stated that the new tutors are providing the presentations.

6. The next meeting is scheduled for September 17th.

7. The meeting adjourned at 1:50 p.m.