Finance/Budget & Planning Committee Meeting
Meeting Date: January 7, 2015
Location: Staff Lounge - 12:55 p.m.

MINUTES

Committee Members: X = Present, A = Absent

| X | Nichole Carver | X | Pearl Bandringa | X | Steve Garcia | A | Charity Lindsey |
|   | X | Odell Moon | A | Frederick Board | X | Karen Hardy |
| A | Joe Pendleton | X | Justin Gatewood | X | Pat Luther |
| A | Patricia Wagner | X | Tim Isbell | X | Robert Sewell |

Non-Voting Present: Amy Espinoza, G.H. Javaheripour, Deedee Orta and Shirley Snell-Gonzalez

1. The meeting was called to order at 12:50 p.m. by Tim Isbell, Chair. Ms. Espinoza was introduced as a new employee to the campus who will be working in the Budget and Auxiliary Services Offices as an Account Technician II.

2. Approval of the Minutes: The minutes of the September 17th and November 5, 2014 meetings were presented for review and approved as submitted.

3. Potential Cost of Winter and Summer Sessions: Dr. Javaheripour stated that the college has offered approximately 200 courses for the winter session. Based on the average salary of 82 full time and 128 adjunct faculty, a calculation for cost was made of approximately $1.6 million. With approximately 500 FTES, the college will be receiving around $1.5 million for the winter session. 550 FTES were carried over from the 2013 – 14 session, which caused us to have an increase in the summer session which helped us meet the funded cap. If we do not have a productive winter session, we will fall out of the mid-size college range (which affords around $1.1 million). Dr. Javaheripour encouraged the deans to monitor their enrollment and review summer enrollment to assist in ensuring our remaining in the mid-size range. He also suggested increasing advertisement of classes through the PIO. Additionally the college has purchased Series 25, a software operating system that assists in ensuring that classroom space is accurately filled with students, as well as equipment needs. We have also received a $1 million windfall which will be used for furniture upgrades. Mr. Garcia is working to address furniture needs on the upper campus through instructional equipment funds received through Prop 39 monies. He has conducted a room use analysis to survey classroom size and furniture needs to maximize space usage.

4. 2-Year Budget Calendar: Ms. Orta presented a draft of the 2015 – 16 Budget Calendar, which has been vetted through the Non-Instructional Program Review Committee. Motion J. Gatewood, second S. Garcia to accept the proposed calendar, as presented. Motion approved.

5. PRAISE Budget Worksheet: A revision has been made to the 2013 – 14 budget worksheet, which Ms. Orta presented for review. She explained the use of the form which now includes a column for additionally requested funding, as well as a listing of the most used Object Codes. This form is to be used for non-rolled over budget items. Dr. Javaheripour reminded everyone that the aim of the PRAISE process relates to planning and resource allocation. We all need to do our due diligence regarding cost research which includes all maintenance and service contract fees. The college has a contingency budget that can be utilized. Ms. Orta proposed that the new worksheet be utilized for instructional and non-instructional programs. Motion by P. Luther, seconded by J. Gatewood to accept and use the revised PRAISE Budget Worksheet.
6. **Finance, Budget and Planning Committee Recommendation: PRAISE Cycle Timeline:** Mr. Isbell provided a recommendation for the Senior Cabinet with regard to AP 6200, Budget Development. The proposal was reviewed and a minor grammatical change was made, i.e., paragraph 6, “Programs who reviews are not completed as per the approved timeline may “will” (added) not be eligible for review of the Budget Augmentation requests by the Finance, Budget and Planning Committee.” Additionally a change was made to mirror the date on the 2015 – 16 budget calendar that Tier 1 summaries are due to the Cabinet the first week of March. Motion O. Moon, second by P. Luther to accept the recommendation, as edited. The motion carried.

7. **Cost-Productivity Task Force Report Original Charge:** This item will be placed on the next agenda.

8. **Planning Sub-Committee Report:** No discussion as this report has previously been accepted by the committee.

9. **Budget Update:** Dr. Javaheripour reported that there is no new information with regard to the budget.

10. **Campus Communication:** Mr. Sewell stated that a former colleague, Willie Pringle, passed away yesterday. Details regarding services will be announced. The Cans for Concert was successful with approximately 1800 cans being donated. The RAMP UP Project is on track and an award will be given at the next Board meeting. Dr. Javaheripour stated that two of the positions, Site Coordinator (Eileen Alsina), and Computer Network Technician (Kyle Wingson), need to be institutionalized as per grant requirement. Mr. Sewell reported that there is a “signing ceremony” scheduled for the Health Science Building on Friday morning. Dr. Javaheripour reported that he will be at VVC through the end of January. He begins his employment with Yuba College on February 9th.

11. **Other:** Chairman Isbell presented a proposal developed by the Cabinet of a list of actions designed to produce a balanced budget for Fiscal Year 2015 – 16 in the form of two plans, A and B. Dr. Javaheripour stated that this is a follow-up plan of issues identified by the ACCJC from recommendation 4 and subsequently recommendation 5. Plan A involved non-negotiable reductions in the amount of $1,825,000 and the in-progress negotiated concessions of $1,260,000 totaling $3,085,000. In the event Plan A’s proposal fails to materialize the outlined savings, Plan B might be proposed which included non-negotiable reductions of $235,000 as well as potential negotiated concessions of $1,421,655. Dr. Javaheripour emphasized the need for all to come together to resolve the budget issues. Mr. Isbell encouraged feedback to him on the proposal.

12. The next meeting is scheduled for January 21st.

13. The meeting adjourned at 2:05 p.m.