

Victor Valley College – BRIC MEETING NOTES

In attendance: Arlene Greene, Marianne Tortorici, Deedee Orta, Margaret Kagy, Willard Lewallen, Bruce Baron, Jeffrey Holmes, Mary Pringle, Jean Suderno,

Committee Name: BRIC	Meeting Date: November 13, 2006	Meeting Time: 1:00pm - 2:00pm	West Wing
Items	Discussion Links made to actual documents	Decisions Made	Assignments /Timelines
Enrollment Update	Willard reviewed enrollment trend history over the past seven years. Willard pointed out a large erosion in FTES for non-credit and for Positive Attendance classes. In 1999-2000 Positive Attendance was 21% of our FTES and today it is 6%. Another trend is the large increase in Distance Learning up from 2% to 13%. Last year, we lost about 268 base FTES and made zero growth. The lost FTES are mixed between credit and non-credit and will result in approximately \$500,000 reduction from our budget during P2 adjustments in the spring. They will have to be paid for from our SB361 funds when they are allocated.		
Staff Development	Bruce handed out Lou Zellar's memo about the additional \$10,000 for faculty and staff travel. John Rude has a process and form developed for staff to put in for the funding. Mike Smith is also involved in this process. It is based on first-come, first-served. One of the issues raised by Arlene is the equity of distribution of funds between faculty and staff. Marianne suggested that the memo be brought to the Staff Development Committee for discussion and resolution. Marianne also indicated that the staff development committee is working on different workshops and training opportunities during the semester that would be part of a calendar of staff development activities. Bruce also mentioned that the Governor has approved \$5 million system-wide for staff development, subject to the state guidelines that must be reported. Our share is about \$41,000.		
Budget Activity to Date	Bruce handed out a summary revenue and expenditure report that showed budget vs. actual in summary object code format. There were several questions about particular expense categories such as legal expenses that are rolled-up into the larger object classification. There		

	<p>were also questions raised about negative balances and why there were so many. Bruce said that he, Mary and Deedee have been working to address those negative balances.</p> <p>Issue raised about how the BRIC could keep informed about the large items that are expended in the budget. Bruce said it may be possible to report out on expense items over \$10k. Bruce was asked were money was coming from for Admin. Services to buy furniture. Bruce said that money was already in the budget and would speak with Lael and provide the account information.</p> <p>Arlene also raised issue of Administration just making expenditure decisions without any consultation with BRIC such as new positions being filled and other items such as Dell leases and Blackboard upgrade. The point made was that BRIC has no purpose if major expenditures are just decided by Cabinet and not brought for discussion with BRIC even during an “emergency” meeting. It was generally agreed that BRIC should have consultation prior to these types of decisions being made and Bruce indicated that he would try to coordinate those efforts better in the future.</p> <p>There was also discussion about the overall college budget process and how the budget allocations were actually made between BRIC, the Academic Senate Budget Committee and Cabinet. Bruce said he would do a flow chart to show how the budget requests are made and how they became allocations.</p>		
Budget Requests	<p>The committee looked at budget requests made for this year. Willard pointed out that several of his were either purchased or no longer a priority, or funded from another source since the data was gathered so many months ago. The committee decided to update all lists and Bruce said he would call Police, HR, Fiscal to see if their lists were sill up to date. Bruce would also see why IT and MIS did not have budget requests. Were they able to say within their base budget?</p>		
Next Meeting	The next meeting was set for 11/29 at 1pm in West Wing.		

Recommendations:

None

Next Agenda: