PRESENT:
Thom Armstrong, Carol Cone, Carol Horton – chair, Ruben Hoyos (Student Representative) and guest, Dennis Korn, Patricia Lawrence, Judy Rojas (recording secretary), Tasha Van Horn. Absent: Rosalinda Buchwald, Roseann Manfre-Campillo, Marilyn Eng, Mike Fehrs, Betty Gilham, Jeanne Hamilton, William McCusker, Rocky Reynolds, and Dr. Michael Viera.

OLD BUSINESS:

3.1 Approval of minutes of February 2, 2004. –Minutes were approved as presented.

NEW BUSINESS:

3.2 Partnership for Excellence Survey - Carol Horton presented the Partnership for Excellence Survey of Local Investments of Partnership Funds. This is an annual report sent to the Chancellor’s Office. It is required to be combined with all the other colleges so that the Chancellor’s Office can report to the legislature on the progress toward the goals that are set by the partnership. The five goals are 1.) Transfer, 2.) Degree or Certification, 3.) Course Completion, 4.) Work Force Development and 5.) Basic Skills. We have not changed our distribution of funding for at least the last 3 years. This year we did not spend any PFE funds for full time faculty new hires because we did not hire any new faculty and we are not over our full time faculty obligation. The 2003-2004 allocation listed on the report is incorrect; the correct amount is $2,791,000. These amounts are in the budget at the end of the General Fund. The only changes that you will notice are in any salary changes for step and class. This report will be submitted to the Steering Committee. There was a motion to approve the report and it was unanimously approved. PFE may be folded into the general apportionment next year. If we still need to report in this manner it would be better for us to keep it separate in the budget. The goals are set by the state but the way we spend the money is determined by us. Initially, the faculty, management and all constituents had input to how we distributed the funds and it can be changed if someone wants to broach the subject.

3.3 P1 Report – Carol Horton presented the First Principal Apportionment Report or P1 Report. Twice a year we turn in our figures for full time equivalent students to the Chancellor’s Office. This figure is calculated by the dean of admissions by taking the weekly student contact hours (WSCH) and converting them into FTES and submitting them to the state. The state sends back to us the number of FTES credit and non-credit that they are going to fund. That is the first principal apportionment report that we receive. For every FTE student that we have in credit we have a certain dollar amount that is funded by the state. Currently it is
at $3,319.69. We are considered a low wealth district because the highest district is about $9,000.00 per credit FTE. The average is about $4,000-$4,200. Everyone is funded exactly the same for non-credit throughout the state at $1,834.49. The state limits how many students that they will fund. We can have more students, but the state will not fund them. Carol explained that every year we do not know the exact amount of revenue by year end. This is because we close the books effective June 30 and we have 6 weeks into the summer to set up payables, receivables and accrue apportionment dollars. The state recalculate the apportionment in February. The first report we received did have an increase of about $315,000 more than what was booked at the close of last year. At the P1 or in February the Chancellor’s Office is reporting that the revenue from state taxes is low and enrollment fees are coming in lower than projected. There is currently a 2% deficit applied. In July, when all the taxes and fees are actually reported, the deficit may be recalculated and the revenue adjusted. The state can recalculate this again at P2 and they do occasionally. The reporting times for FTES are in January and April and the annual in July. Then we can adjust the annual in October and November. We were 11.1% over cap last year, which is 1302 students that we were funding without state support. That is why we cut classes back last year.

We also partake in another portion of funding outside of apportionment, which is basic skills. You must be over cap to be a part of basic skills which is an optional program that Citrus has always chosen to participate in. 2002-2003 we received funding for 350 credit FTES and 68 non credit FTES. We had 882 total FTES unfunded for 2002-2003. Currently for 03-04 we are 5.2% overcap and 0% unfunded. Carol reported to the Board of Trustees at the March 9 meeting that she would only budget Basic Skills at the guaranteed base of $1.4 million because as other colleges increase their enrollment to get part of these funds our amount may decrease. If we budget the full projected $1.9 million and then there was a redistribution it could effect our solvency.

3.4 Budget Revision – Carol Horton reported that Carol Cone is working on the budget revisions. We are trying to cut $400,000 from the budget. We have increased our costs in only one major category and that is in Adjunct Faculty. We took out about $200,000 in elections which helped offset that increase. With the drop in revenue we are still looking for about $400,000. Carol Horton will try to bring the final cuts to this committee before taking them to the Board of Trustees. If there is not a committee meeting before that she will send them to the committee members via email.

3.5 Other - Carol Horton handed out State Budget Updates #1 and #2. #1 was before the election and #2 was after the election. The committee can read these individually and ask any questions that they may have.

Patricia Lawrence asked about the impact that the basic skills grant that has been applied for will have on the general fund. Carol stated that she has not seen the grant. She understands that there is a match to those grants but she has not seen the specifics of them and if there is a match it will have a definite impact on the general fund. We may be able to offset the match with other services that are already being offered, but without seeing the grant she cannot be sure.
We are in better shape than we were in January 2003 and the Governor is more supportive of Community Colleges. Without the $15 billion bond we would have been in serious trouble but the finances are still not sure at this point.

The meeting adjourned at 2:00pm.