CITRUS COMMUNITY COLLEGE DISTRICT
Office of the Vice President of Finance and Administrative Services

FINANCIAL RESOURCES COMMITTEE MINUTES- May 5, 2005
9:00a.m. – AD206

PRESENT:
Kathy Bakht, Rosalinda Buchwald, Carol Cone, Jeanne Hamilton, Carol Horton – chair, Rocky Reynolds, Judy Rojas (recording secretary), Jim Williams. Absent: Ben Brown (Student Representative), Roseann Manfre-Campillo, Mike Fehrs, Dennis Korn, William McCusker, Tasha Van Horn, and Dr. Michael Viera.

OLD BUSINESS:

5.1 Approval of minutes of January 31, 2005 – Minutes will be approved at the next meeting due to lack of quorum.

NEW BUSINESS:

5.2 State Budget Update– Carol Horton reported that the May revise is due on May 13. The May revise is used to establish the revenue part of the budget. Dr. Viera has been sending out the Community College League updates to managers, supervisors, academic senate and others to keep the constituent groups informed.

5.3 Budget Assumptions- Carol Horton reviewed the 2005-06 Budget Assumptions document. Carol noted that this document will change as information is received from the state. The major part of our revenue is apportionment. The January Budget reported COLA is at 3.93% and growth is at 3%. COLA may change and growth has been recommended by the legislative analyst’s office to go to 1.9%. The system is proposing that equalization be funded. The Governor promised the $80 million but there is not revenue to fund that. Carol Horton reported that she has heard that it will be more like $40 to $60 million which may be proposed in the May revise. Salaries are the largest and most important part of the expenditures at approximately 85% of the total budget including benefits. Some of the benefit figures will change also with the May revise or out of the legislative session. The budget assumptions are developed with a planned 5% ending balance.

5.4 Budget Calendar- Carol Horton asked that the committee approve the Budget Calendar today. On the 16th of May the budget sheets will be distributed to the Vice Presidents, Program Managers and Deans so that they can review them this summer. The reason that we wait so long to distribute them is that we are waiting for the revenue information from the May revise. We are also waiting for the fall schedule to come out so that the Deans know staffing needs. Carol stated that she would like to have the opportunity this year to work with the Deans before school starts. Her staff will be preparing worksheets that she would like to present at one of the Dean and Student Services staff meetings. Carol commented that it was brought to her attention that we are not doing a good job of linking planning to budget. Part of the reason for this is that discretionary money has not increased. Program changes and capital changes are coming up that need to be built into the budget. Department managers need to meet with faculty to try to link the budget with the program reviews that they have been doing this year. Jim Williams stated that this needs to be done but more frequently than the program review schedule of every six years. Carol suggested that in August when the faculty returns they review any program changes that would have budget implications and that we would have the May revise figures. Often we can strictly rollover the budget because the programs do not change much. Other departments are taking care of program changes by processing budget transfers rather than
adjusting the budget initially. We received quite a few budget transfers this year. Carol stated that we must do a better job in communicating program to budget needs. The budget worksheets need to be back to Carol Cone by June 6th. At this date we are looking for staffing and salary updates only. If there are definite changes in other line items you can make them at this time but it is not imperative. We will have another Financial Resources Meeting by June 20th so that we can review the Tentative Budget and it can go to the Board of Trustees on June 21. During July and August we will monitor the changes to the State Budget and make adjustments.

5.4 Other – No other items to discuss.

The meeting was adjourned at 9:45 a.m.