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

FINANCIAL RESOURCES COMMITTEE MINUTES- February 10, 2009
2:40 p.m. – RA106

PRESENT:
Karlin Bradley (student representative), Rosalinda Buchwald, Carol Cone, Toby Guebert, Jeanne Hamilton, Lan Hao, Carol Horton – chair, Glenna Johnson, Eric Magallon, Irene Malmgren, Jim McClain, Martha McDonald, Peggy Olson, Rocky Reynolds, and Judy Rojas (recording secretary) Absent: Kathy Bakhit, Dennis Korn, and Roseann Manfre-Campillo

OLD BUSINESS:

2.1 Approval of minutes of November 18, 2008– Minutes approved as presented.

NEW BUSINESS:

2.2 Budget Review– Carol Horton reported that there still is not a state budget. The 311 Quarterly Report is on the board agenda but we have not addressed the budget revisions made in November. Everyone college wide knows that we have reduced the budget by $3.1 million in expenditures mostly from Instruction for classes reduced, but we are still getting a false picture until we get revenue. The state has not made any adjustments into what our revenue is because there is still not a spending plan other than what was adopted last October. Eric Skinner from the Chancellor’s Office has stated that the big 5; the governor and the leaders of both houses of the legislature have been meeting since after the winter break and are very closed mouth about the compromise discussions and there still is no resolution. Until we have revenue there is no sense in taking budget revisions to the board of trustees. Carol stated that the cost center managers should work off their spread sheets. The accounting reports do not have the correct figures because they do not have the revisions. The Governor’s proposal in December for the 09-10 budget was to take away COLA at .68% and the same for the next year. The Governor is saying that the community colleges are the ones that are going to retrain the workforce. Eric Skinner, Vice Chancellor of Finance, says that the legislature is coming to him to ask how the colleges would be affected by taking money away in certain categorical funded areas. Carol Cone will distribute the budget assumptions and calendar at the April Financial Resources meeting. The first step in budget development is the deans working with faculty and Vice President to create their schedule for next year.

2.3 Long Term Functions and Responsibilities/Committee Purpose – Carol provided the last version of the committee’s Long Term Functions and Responsibilities and the Physical Resources Statement of Purpose. Carol is leading a subcommittee to create the Organizational & Governance Structure Handbook. The committee includes Greg Hinrichsen, John Vaughan, Tom Gerfen, Patrick Borja, Marilyn Grinsdale, and Stefano Saltalamacchia. This handbook will contain the Steering constitution and the standing committees and their purpose statements. Using the format of the Physical Resources Committee purpose statement as a template, this committee needs to create our purpose
statement. Carol would like all of the committee members to review our existing long term functions and responsibilities and write your suggestions, comments etc. and submit them to Judy Rojas. She also asked Eric Magallon to assist in this. We will combine all of your ideas to create the new document and bring it back to this committee for approval. Once this committee has approved it, it will be sent on to Steering for approval and be added to the handbook. Carol noted that the Steering Constitution states what the membership requirements are at a minimum but we have added ours to include all the members that we have added to the committee as positions only (not using names). Carol clarified that the purpose is a more general statement and summary of what are committee does that probably would not change and the responsibilities will change annually and be more specific. This handbook will also contain the budget development flow chart that we created last spring.

2.4 Strategic Planning – Lan Hao distributed the Citrus College Strategic Plan Final Report 2007-2008 and the Citrus College Strategic Plan Annual Implementation Plan 2008-2009. The Strategic Plan Final Report for 2007-2008 gives the strategies and activities that the committee came up with and the update summarizing what we have accomplished within the year. Lan asked the committee to review this report for accuracy. The plan is to produce an implementation plan for each year and then a final report stating our accomplishments. Lan has created the implementation report for 2008-2009 but has only put items on it to get the dialogue started with this committee to complete the objectives. The items that Lan has placed on the Implementation Report are only ideas and need to be added to. Lan also mentioned that if activities are already institutionalized they do not have to be repeated on the form each year. Carol stated that the fiscal transparency subcommittee should be called to discuss this document and update it. This document is only a start for us.

2.5 Accreditation – Carol Cone sent out the Accreditation Standard IIID last week to the committee for review. Carol Horton thanked Jeanne Hamilton for being patient in getting this report and thanked Rosi Buchwald and Carol Cone for their help in writing and editing the report. Now Roberta Eisel and Jeanne Hamilton will edit all the reports to make it sound as if one person wrote it, which is a tremendous task. Carol also thanked those on the committee that turned in the responses to their questions. You may not see your exact words but your responses were used in the writing. Carol would like the committee members to read the report and give us any feedback or questions that you may have.

2.6 Other – Carol stated that we have a new board policy that states that we have to have budget assumptions and a calendar approved by this committee in April of each year. Carol hopes by then we will have a spending plan from the state. Carol feels that we will be ok. Jack Scott, the new chancellor went to Washington DC this week. The Federal stimulus package news is that we may get $300 or $400 million for construction, but it will be for scheduled maintenance, but no one is sure yet. They are advocating that a portion of the stimulus funds goes to education but the state has to reduce what they are giving to the schools. Since Community Colleges are not getting reduced we will not get anything. It may mean approximately $240,000 in some way for us. Jim McClain asked about our cash flow situation. Carol reported that we are at $18 million at the end of December. We are not getting January, February or March unless they put some type of stimulus package together. We will get apportionment in April, May and June. We have not had to borrow any money
from the county treasury, but we have had to lend other funds money. CDC funding has been
cut back. Our interest earnings are very low this year so that will affect the ending balance.
The county has money because they hold all the bond money. We can’t borrow against our
bond funds according to proposition 39 and our bond counsel.

The meeting was adjourned at 3:25pm.