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

FINANCIAL RESOURCES COMMITTEE MINUTES- March 17, 2009  
2:40 p.m. – RA106

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

OLD BUSINESS:

3.1 Approval of minutes of February 10, 2009– Minutes approved as presented.

NEW BUSINESS:

3.2 Budget Update- Carol Horton stated that she has not received much information from the California Community College League or the State lately, but the newspapers are reporting that the state is $8 billion short in revenues. We had stated at the budget forum that there were some items left on the table by the legislators that we were not hit with and it was Cal Grants and Student Fees. With the current short fall, by June it may be as much as $12 billion. Carol feels that the state can still go after growth and then just a general reduction in line items.

3.3 Committee Purpose and Responsibilities - Carol reported that she had asked Eric Magallon to work on this committee’s purpose and responsibilities statement and he has done a great job. Carol asked the committee to review the document provided and asked for any comments or correction. The Financial Resources Purpose Statement for 2008-2009 was approved as presented. Carol asked that the document be sent to Roberta Eisel to check for grammar and then forwarded to Steering for approval.

3.4 Strategic Planning – Carol reported that in the Fiscal Transparency Committee we have completed the 2007-2008 Strategic Plan Final Report and the 2008-2009 Annual Implementation Plan. Carol asked that this committee review the documents and asked if there were any corrections or comments. Carol stated that the subcommittee wanted an employee survey again next fall. Lan Hao stated that there will be another survey in the Spring of 2010 and that there will be a survey every three years from then on. Lan will also place these two documents on the Steering Agenda. Both the Strategic Plan Final Report 2007-2008 and the Annual Implementation Plan 2008-2009 were approved by the committee.

3.5 Board Policies and Administrative Procedures – Carol Horton reported that all of the Board Policies and Administrative Procedures that she is responsible for were emailed to the
committee members with the Ed Code and California Constitution etc. back up information. We did not reprint them for this meeting. Carol asked if everyone had a chance to review them. Carol went through each of the BP’s and AP’s and asked if anyone had any comments or questions. Carol stated that on some of the documents we had been following the procedures but we did not have them in a formal Board Policy or Administrative Procedure and others we used our existing board policies but the numbers were changed. Dennis Korn questioned the verbiage on BP6250 Budget Management 2nd paragraph where it stated that “They are available for appropriation only upon a resolution of the Board of Trustees that sets forth the need according to major object budget classifications in accordance with applicable law.” The word resolution should be replaced with “Budget Adjustment Summary”. Rosi will make the change as we do not use a resolution in that case. On AP6330 Purchasing, in the Purchasing Procedures section we need to change item 2 to read “cost center managers” instead of “Head of Department”. Carol asked that we pull BP6620 so that she can take it to the Foundation for review. We have R3605 currently in place and the new BP6620 only has minor changes. We made a change to BP6740 Citizens’ Bond Oversight Committee to change “Superintendent /President” to “Board of Trustees”. This is correct according to the Ed Code attached. BP6800 Safety was not complete. Robert Iverson is waiting for some additional information from Eric Guzman, Risk Management Supervisor.

All of the changes/corrections/additions will be made and an entire new set of Board Policies and Administrative Procedures will be sent out to the committee members again for review. Carol would like them to go to each of the constituent groups for approval as soon as possible so that they can go to Steering by the June 8th meeting.

3.6 Budget Calendar and Assumptions – Carol distributed the 2009-10 Budget Assumptions, Calendar and Flow Chart. The calendar and the flow chart were used in the Power Point presentation at the Budget Forum. If the calendar and assumptions are approved today, they will go to the Board of Trustees for approval on 4/7/09 and the worksheets will go out to the cost center managers on the following day. Carol noted that the state has already adopted a 2009-10 budget but we hope to have ours adopted in September as scheduled. Carol found a typo on the assumptions on the Revenue section A.1.; it should read 2009-10. Carol stated that the growth calculation should have been provided by the Chancellor’s Office in August of 2008. Hopefully we will get it by the end of March. The 1.5% is only an estimate only. Carol will change this figure for board approval if we get the new figures. The lottery FTES includes all credit, non-credit and non- resident FTES. We dropped the interest earned budget by 50% last year. We will know better how to budget for interest when we get the apportionment schedule. We will not be receiving mandated costs reimbursement this year. We are using a baseline budget based on last year actual figures. In the Expenditures section, we need to discuss vacancies with the cost center managers. An additional step has been added to faculty this year (year 23). Workers Compensation may go down a little and Blue Shield and Kaiser are estimates only and will be adjusted with the correct figures. Also there will be not augmentations in instructional materials and supplies (4000’s). The flow chart will have the dates removed for the Organizational and Governance Structure Handbook.