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

FINANCIAL RESOURCES COMMITTEE MINUTES- December 2, 2009
2:00 p.m. – AD206

PRESENT:
Rosalinda Buchwald, Carol Cone, Karlyn Bradley (student representative), Lan Hao, Jeanne Hamilton, Carol Horton – chair, Dennis Korn, Eric Magallon, Roseann Manfre-Campillo, Martha McDonald, Judy Rojas (recording secretary), Steve Siegel and Linda Welz
Absent: Kathy Bakhit, Toby Guebert, Irene Malmgren, Jim McClain, Dr. Geraldine Perri, and Rocky Reynolds.

OLD BUSINESS:

12.1 Approval of Minutes of October 7, 2009 – Minutes approved as presented.

NEW BUSINESS:

12.2 State Budget Update – Carol Horton noted that we have received one communication from the Community College League and one from Eric Skinner the vice chancellor of fiscal policy at the chancellor’s office, regarding the budget. The state is proposed to be another $21 billion dollars short over the next 18 months based on lower than anticipated property taxes, income taxes, sales tax and underestimated prison expenses. To get the budget balanced this year the state used a lot of incorrect estimates and accounting techniques like deferring payments to community colleges. With the continued decline in state revenue it is inevitable that the state will hit schools again, but we don’t know how much or how deep. All the state has to do is suspend prop 98. Carol distributed a Community College Update from School Services of California that she feels is a very well written article that should be read and distributed to the constituent groups. With serious discussions with your groups, Carol would like each group to come up with a budget philosophy that can be brought back to this committee in January. “What do you think when you look at the college mission statement and how we can develop the budget to meet our college mission?”

12.3 Accreditation Letter – Standard IIIID – Carol distributed the Accreditation Team response to Standard IIIID. We need to highlight any technical errors that are in this response. Rosalinda noted that the GASB is not required to be reported in the 2008 financial statements as listed in the response. Carol asked that she get this information to Jeanne Hamilton. At this point 66% of all colleges are getting placed on warning and a good portion of them are placed on warning because of linking planning to budget, program review and student learning outcomes. Carol feels that Recommendation 6 should have not been a recommendation because it did not relate back to a standard. It is just a preference on the budget book style. We do have all of the information that they are requesting in the budget assumptions and calendar, but it is not in our actual budget book. It is presented to the board of trustees and is in the board agenda and the board minutes. We will in the future add the assumptions, calendar and flow charts to the front of the budget book. The most important
recommendation is 5, on how we can communicate better and let everyone know that they
do have a voice in the budget process.

12.4 All Campus Employee Survey – Carol Horton distributed a document that Lan Hao had
created regarding the next Employee Survey for 2010. Questions 3.1 and 3.3 had the worst
responses of all of the survey questions with a large percentage responding “don’t
know/doesn’t apply”. Because of these responses we have worked very hard in the last few
years to improve fiscal transparency and the communication of the information regarding
fiscal transparency. Carol asked the committee how we can pose these questions so that
everyone understands them or if they can be asked in a different way so that they are not so
broad or ambiguous. The questions need to be reworked so that they meet the constituent
groups’ needs in this area. We have had all the information available to all groups and we
have been trying to advertise that we have this information available. Fiscal transparency
and communication went hand in hand in strategic planning. Dr. Viera and now Dr. Perri
took on the communication role on for the financial issues of the college. Discussion was
held on how the questions could be interpreted by staff and how they could be clarified.
Carol Horton stated that she felt that the leaders of the constituent groups are informed.
How do we get those who choose not to be participatory to understand that the information
is available? Carol asked that this group work on the rewording of the questions and send
them to her so that she can finalize them and give them to Lan. Carol Horton provided some
of the statistics on who answered the questions.

12.5 Administrative and Fiscal Services Departments Program Review – Rosalinda Buchwald is
the author of the program review for the Administrative and Fiscal Services Departments.
Carol Horton distributed the document and asked that the committee members read and
make any changes/corrections in red ink and get it to Judy by the beginning of January.

The meeting was adjourned at 3:03pm.