Budget Committee Meeting Agenda  
January 23, 2014  
3:00-5:00  
PCR

Members

Administration: Christine Statton, Co-Chair, Dianna Fauvor, Kristin Hollabaugh, Tim Hollabaugh
Faculty: Matt Bourez, Marla Prochnow, Mike Skaff, Linda Yamakawa
Adjunct Faculty: Anne Leonard
Classified: Stephen Meier, Amelia Sweeney
Confidential: Omar Gutierrez, Co-Chair
Students: Andre Gomez, Michelle Rivera
Non-Voting Member: Leangela Miller-Hernandez or Designee

1. Call to Order

2. Approval of the December 5, 2013 Budget Committee Minutes

3. Report to Committee  
   a) District Governance Senate Actions  
   b) Board of Trustees Actions and Items

4. Above-Base Requests

5. Mid-Year Report

6. Governor’s January Budget Proposal

7. Full-Time Faculty Obligation Number (FON)

8. Budget and Fiscal Items on Board Agenda

9. COS Foundation Project Funding Opportunity

10. Date of Next Meeting – February 13, 2014

11. Items for the Next Agenda

12. Adjourn

District Objective #7 for 2013-14: Allocate resources based on an accountable and systematic District-wide planning and budget development process that links this allocation to Institutional Program Review and the Strategic Plan
Budget Committee Meeting Minutes
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3:00-5:00
PCR

Members Present
Administration: Christine Statton, Co-Chair, Dianna Fauvor, Kristin Hollabaugh, Tim Hollabaugh,
Faculty: Matt Bourez, Marla Prochnow, Mike Skaff, Linda Yamakawa
Adjunct Faculty
Confidential: Omar Gutierrez, Co-Chair
Classified: Stephen Meier, Amelia Sweeney
Students: Alex Bony, Michelle Rivera
Non-Voting Member: Leangela Miller-Hernandez, Designee

Members Absent
Administration:
Faculty:
Adjunct Faculty: Anne Leonard
Classified:
Student:

Guests

1. Call to Order
   Christine Statton called the meeting to order at 3:04
2. Approval of the December 5, 2013 Budget Committee Minutes
   Tim Hollabaugh moved to approve the minutes of 12/5/13 and Amelia Sweeney seconded the motion. Motion passed unanimously.
3. Report to Committee
   District Governance Senate Actions – Christine Statton briefly reviewed the standing report that will be presented at DGS next Tuesday. There was nothing to report back from DGS as they have not met since the committee’s December meeting.
   Board of Trustees Actions and Items-Christine Statton spoke about the presentation she gave regarding the Look Back Period that must be established for the Affordable Care Act. The Look Back Period will be used to determine if someone is working 30 hours per week and how long they have to be covered.
4. Above-Base Requests
   Christine Statton used the summary handout to go over each above-base request. She pointed that things are listed in priority order from the departments.
   There was a lengthy discussion about requests submitted that were not listed or were not specifically stated in Program Review. Matt Bourez informed the committee that being tied to a District Objective is the second route into the Resource Allocation Model (it does not have to be in Program Review). It was determined that if a request was sent to the committee it needed to be ranked.
   Tim Hollabaugh talked about the request for 30 Adobe Licenses. The quote received was for individual licenses, but that’s not what we use in a lab environment and Adobe doesn’t sell groups licenses any more. We can purchase a subscription for $200 per seat per year ($6,000 annually) or enter into a campus agreement like we have with Microsoft. A campus agreement with Adobe will cost approximately $28,710 annually. Tim explained that the District currently has 33 concurrent licenses for the business department and as long as only 33 people are using the software, at one time, this can be covered with what we have for $0 cost. It was determined that we will use the 33 licenses COS already has with a $0 cost.
   The committee voted to remove the one-time counselor training from the above-base requests as it does not fit into any of the categories. Dianna Fauvor abstained from voting.
   Trench thru roadway-drainage was not forwarded to the committee and was added to the list in error. It will be removed.
   There was a lot of discussion about asking questions and gathering additional information for the requests. Christine Statton asked that any questions be sent to her and Omar Gutierrez and they will forward them to the appropriate person.
   Rankings and recommendations need to be finished by the February 13th meeting. Committee members will rank each request individually, using the rubric, and send their scoring results to Christine Statton and Omar Gutierrez.
The results will be compiled and brought to the February 13th meeting. A column will be added to the summary page for scoring each request, and will be resent to the committee. The updated spreadsheet will drop off the requests not being considered. Christine Statton asked that committee members bring their rationale to the February 13th meeting for discussion. She told committee members to feel free to review Program Reviews. There is a summary table in the last section of a Program Review that tells where you will find the information from the request.

5. Mid-Year Report
Omar Gutierrez reviewed the Mid-Year Report. The report is to update DGS on what the committee is doing to accomplish the initiatives created at the beginning of the year. The report will be given to DGS at their January 28th meeting. The information in the report was collected at the informal meeting held on January 9, 2014 and was to be completed by the co-chairs. Christine Statton explained the Carried Forward results listed for a few of the initiatives. It differs from satisfactory in that we haven’t accomplished that much yet. We are still working on this task. She asked if everyone felt comfortable with the Needs Improvement result on the last initiative. There were no comments from the committee. There was a brief discussion about adding the actual task date to the report and not have just the date the information was entered.

6. Governor’s January Budget Proposal
Christine Statton reviewed the highlights of the Governor’s January Budget Proposal handout along with the cursory assumptions. Some assumptions cannot be changed but with others there might be a little room for change. She pointed out that the Resource Allocation Manual has reviewing and revising budget assumptions as a Budget Committee task.
Matt Bourez asked if the payment of deferrals is going to help cut down on loans for cash flow. Christine Statton said with this proposal the District may be able to lower or eliminate one of the sources used for cash flow.

7. Full-Time Faculty Obligation Number (FON)
Christine Statton informed the committee that the FON has been unfrozen. COS will have to hire 9 employees to reach its required FON for 2014-15.

8. Budget and Fiscal Items on Board Agenda
Leangela Miller-Hernandez reviewed the Working Budget that was approved by the Board at the January 13th meeting. There were not questions from the committee.

9. COS Foundation Project Funding Opportunity
Christine Statton talked about the project funding through the COS Foundation. She is going to recommend that the request for drainage, the counselor training and possibly the hydration station be submitted to the foundation for funding consideration. They have to apply directly to the Foundation and the application deadline is January 31, 2014.

10. Date of Next Meeting
February 13, 2014 is the next scheduled meeting.

11. Items for the Next Agenda
Barnes & Noble will be giving a brief presentation at the next meeting and Christine Statton encouraged committee members to ask questions.

12. Adjourn
The meeting was adjourned at 4:49 p.m.