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
Members Present

Administration: Christine Statton, Co-Chair, Dianna Fauvor, Tim Hollabaugh, PCR
Faculty: Matt Bourez,
Adjunct Faculty: Stephen Meier, Amelia Sweeney
Classified: Omar Gutierrez, Co-Chair
Confidential:
Students:
Non-Voting Member: Leangela Miller-Hernandez, Designee

Members Absent

Administration: Kristin Hollabaugh,
Faculty: Marla Prochnow, Mike Skaff, Linda Yamakawa
Adjunct Faculty: Anne Leonard
Classified: Alex Bony, Michelle Rivera

Guests

1. **Call to Order**
   Christine Statton called the meeting to order at 3:05

2. **Approval of the February 13, 2014 Budget Committee Minutes**
   A quorum was not present. The minutes of February 13, 2014 will be approved at the next meeting.

3. **Report to Committee**
   - **District Governance Senate Actions** – Christine Statton reported that she submitted the Above-Base Resource Allocations to DGS and they were approved. She informed the committee that DGS felt like they did an excellent job.
   - **Board of Trustees Actions and Items** - Christine Statton reported there was a presentation on low enrolled classes. In the next few years we will be monitoring low enrolled classes more closely through an enrollment management team. However, we are getting the needed enrollment this year to maintain our mid-size college threshold. The Board priorities for the next year were presented. They want to move to an 8% fund balance (currently 6%), pay off the $5 million Bond Anticipation Notes (BAN) for Tulare, accomplish mold remediation at the Live Oak building ($1 to $1.5 million), possible purchase of TCOVE (appraised for $1.25 million), if the TCOVE Board decides to sell. The reason for purchasing would be a fear of being displaced because there is nowhere to move the BICS programs. If it is not sold we will continue to lease for BICS.

   Omar Gutierrez spoke about the review for revision of the Resource Allocation Manual. He pointed out that a portion of the review has to touch upon what worked and what didn’t work and how we are going to set ourselves up as a committee for next year. It has to speak about the rubric and clear up all the nuances within the manual that need to be revised. This will all be submitted to DGS to be incorporated into the next revision of the 2.0 manual. It was determined that the Above Base Resource Allocation list must be forwarded to the President’s Office and be presented to the Board of Trustees at the March 10th meeting.
   Christine Statton briefly discussed items that are being considered for revision. These items will be brought back for further discussion. She asked for volunteers for a work group to rewrite the rubric. Stephen Meier, Matt Bourez, Tim Hollabaugh, and Omar Gutierrez volunteered to be on the work group. Marla Prochnow will also be asked if she would like to volunteer to be part of the work group. They will bring a draft of the rewritten rubric to the committee for input.

5. **Annual Report on the Master/Strategic Plan**
   Omar Gutierrez spoke about the annual report on the master/strategic plan. He pointed out that this is not the year-end evaluation, but they do tie to one another. The report needs to be approved by the committee at the March 13th meeting as it is due to IPEC by March 14, 2014. The report requires the Assessment of District Objective #7. A work group consisting of Tim Hollabaugh, Matt Bourez and Omar Gutierrez will compile the assessment information and present it at the next meeting.
Leangela Miller-Hernandez pointed out that the Measure portion of the report has already been done and the spreadsheet has been forwarded to Christine Statton.

6. **Budget Assumptions**

Christine Statton reviewed a PowerPoint presentation and there was discussion about the assumptions being used to build next years’ budget. She pointed out that this was the first draft and that the committee would also have input on the assumptions. She would like to finalize the “other assumptions” at the next meeting so she can use the information at the March budget forums and moving forward. These assumptions will not be set in stone.

Leangela Miller-Hernandez informed the committee that COS will not be utilizing the municipal lease line of credit this year. She pointed out that for 2014-2015 COS could do away with the TRAN or line of credit, however the line of credit is much easier to borrow from than the TRAN. The municipal lease line of credit requires an appraisal each year, but it’s cheaper to use because you only pay if you actually use it and for only the time you have the money drawn down. With the TRAN you pay a percentage rate on the entire amount starting July 1.

Christine Statton requested Leangela Miller-Hernandez provide her with recommendation, before the next meeting, of savings if one is eliminated.

There was discussion about the scheduled maintenance match and where those funds would come from. The District has to match what the state sends us 50-50. Leangela Miller-Hernandez pointed out that there was language built into the bond that would allow us to use bond funds for 10 years for the scheduled maintenance match. However, we only used bond funds for two years because there were no scheduled maintenance dollars for the majority of the life of the bond. Prior to the bond general funds were used for the scheduled maintenance match.

7. **Budget and Fiscal Items on Board Agenda**

Leangela Miller-Hernandez briefly reviewed the fiscal reports that will be presented to the Board of Trustees on March 10, 2014. She pointed out that the One Time Indirect Reserve is what she highlights the most for the Board as these are the changes to the unrestricted general fund.

8. **Date of Next Meeting**

March 13, 2014 is the next scheduled meeting.

9. **Items for the Next Agenda**

Budget assumptions and interest savings on the TRAN and municipal lease.

10. **Adjourn**

The meeting was adjourned at 4:40 p.m.