Budget Committee Meeting Agenda
March 27, 2014
3:00-5:00
PCR

Members
Administration: Christine Statton, Co-Chair, 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: Alex Bony, Michelle Rivera
Non-Voting Member: Leangela Miller-Hernandez or Designee

1. Call to Order
2. Approval of the March 13, 2014 Budget Committee Minutes
3. Report to Committee
   a) District Governance Senate Actions
   b) Board of Trustees Actions and Items
4. Budget Assumptions
5. Annual Report to District Governance Senate
6. Year-End Evaluation
7. New Rubric
8. Student Accounts Receivable Report
9. Budget Augmentations and Changes
10. Budget and Fiscal Items on Board Agenda
11. Date of Next Meeting – April 10, 2014
12. Items for the Next Agenda
13. 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
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Members Present
Administration: Christine Statton, Co-Chair, Kristin Hollabaugh, Tim Hollabaugh  
Faculty: Matt Bourez, Marla Prochnow, Linda Yamakawa  
Adjunct Faculty: Anne Leonard  
Classified: Stephen Meier, Amelia Sweeney  
Confidential: Omar Gutierrez, Co-Chair  
Students: Alex Bony, Michelle Rivera  
Non-Voting Member: Leangela Miller-Hernandez, Designee  

Members Absent
Administration:  
Faculty: Mike Skaff  
Adjunct Faculty:  
Classified:  
Student:  
Non-Voting Member:  

Guests:

1. Call to Order
Christine Statton called the meeting to order at 3:02

2. Approval of the March 13, 2014 Budget Committee Minutes
Tim Hollabaugh moved to approve the minutes of 3/13/14, with change to agenda item #11, Matt Bourez seconded the motion. Motion passed unanimously.

3. Report to Committee
   - District Governance Senate Actions – 4 Administrative Procedures (AP’s) were brought for a first reading.
   - Board of Trustees Actions and Items – Christine Statton briefly reviewed the items presented at the March meeting. This included the above-base resource allocation summary, student account receivables, acceptance of a fire engine donated by the City of Hanford, approval of the bookstore agreement and a second reading of the Board Priorities. She pointed out that one of the priorities is to move from 6% fund balance to an 8% fund balance.

4. Budget Assumptions
Christine Statton informed the committee that the campus budget forums were done. She explained that someone from the Visalia forum asked why there was $0 listed on the step and column cost for COSAFA. Christine explained that it’s a fairly minimal amount because we hire most adjunct faculty near the higher end of the steps, but she will get that information. She reiterated that things may change with the May revise.
Matt Bourez asked about Public Employee Relations Board (PERB) ruling on the contract for COSTA and if any adjustments should be made, since it will have a fiscal impact on the District. Christine Statton explained that it is not a ruling on the claim. PERB has acknowledged the claim by filing a complaint and now a kind of meditation process starts. PERB does not make a ruling on the dollar amount. She pointed out that initially any dollars would come out of the fund balance for the first year. Any new ongoing costs created would have to come right of the top of any new revenue dollars received for the next year, which would put us into a budget deficit position, most likely.
She talked about ongoing base budget augmentation requests from departments or divisions requesting increases in the base budget and the list submitted for on-going staffing. She pointed out that at the senior management level they are a little reluctant to commit until they have a better idea of what the May revise might hold. She will keep the committee posted as things change or if she gets any good news regarding state funding increases for 2014-15.

5. Annual Report to District Governance Senate
Christine Statton reviewed the Evaluation of Resources Allocation Process handout. She asked the committee what they thought the best means of input would be. To gather the information needed the committee determined a 2-3 question survey should be sent to all who participated in the resource allocation process (even if request was denied). Did you understand the above-base resource allocation process? Was it a good process? How would you make it better? Kristin Hollabaugh recommended framing the survey with “as part of the Resource Allocation Review Process”. The committee and those that participated in the process will be asked the same three questions. The
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Initial prompt will ask if you are you on the budget committee or if you participated in the above-base process and that will determine how the results are collected. The survey will be sent out within the next week. Christine Statton will bring back the results and the committee will draft up a report at the April 10th or April 24th meeting. The report will be forwarded to DGS.

Christine Statton pointed out that each member has to do a self-assessment, which is part of the committee’s year-end report. Within the next week everyone will receive a self-evaluation survey. She briefly reviewed the scoring scale and questions of the evaluation. The actual year-end report is due the first Monday in May. This will be put on the April agendas so the committee can provide input and then submitted to DGS. Christine asked for any thoughts or comments from the members. It was recommended that initiatives and mid-year report be brought to the next meeting. The committee will update the mid-year report to see what other actions have been taken. A draft report will be started April 10th and completed on April 24th.

7. New Rubric
Christine Statton reviewed the first draft of a new rubric. She pointed out that this is part of our Resource Allocation Manual revisions that will be finalized in late spring. Matt Bourez explained that to create the new rubric the workgroup looked at the new program review model, the actions that go into the program review and the resource requests that are going to be attached to the action. They looked at the fields available, on the two screens, and developed the rubric around those fields. He pointed out that the last criteria stayed the same. Christine Statton asked the committee if the criteria seemed clear and if the rankings seemed correct or reasonable given the correlation to the criteria. It was determined that in criteria #1 Institutional Objectives will be changed to District Objectives. There was discussion about criteria #2 and how it worked with non-academic programs. The committee reviewed the program review screens in TracDat. Matt Bourez suggested underlining key phrases in each of the criteria, as it was done that way previously. Christine Statton will work on possibly expanding the phrasing in criteria #2 and underlining the key phrases. She will bring it back to the next meeting. She also asked members to send her any ideas.

Christine Statton informed the committee that she, Matt, and Kristin would be meeting with Brent Calvin and Jennifer LaSerna to discuss the “four lists” (we want 1 and they want 4). She believes a happy medium might be 2 lists. One list to rank instructional equipment and one list to rank non-instructional equipment, facilities, and technology. There was discussion about a request being put on the wrong list and if it would lose its ranking when it was moved to the correct list.

8. Students Accounts Receivable Report
Christine Statton reviewed a PowerPoint regarding student account receivables. She talked about students that are “no shows” and the large amount of money we have to pay back to the federal government for those students for their Pell Grants. The issue is we give students ½ of their Pell grant on first day of each semester, before knowing who the “no shows” are. She pointed out that accounts receivables over one year is growing rapidly because once the debt goes over one year we’re not having much luck collecting it. Leangela Miller-Hernandez pointed out that unpaid debt stays on student record forever and they won’t get services (transcripts, etc.) if they don’t pay it. She explained that students can’t register for next semester if they have unpaid debt and haven’t signed up for payment plan. Once a student defaults on a legal payment plan they cannot register without paying their debt in full. Current fees are automatically taken out of a student’s financial aid before they receive it, but we can’t take prior term fees out of their current financial aid. Christine Statton talked about AP 5055, the options for collecting the unpaid debt and possible solutions to reduce the losses. Options the District is pursuing are using a collections agency to collect on student debt and changing the Pell grant payout to three payouts so the “no shows” don’t receive a full half before they fail to come to class. The federal government requires the first payout be in the first seven days, which is before “no shows” are processed. Amelia Sweeney asked if we can make faculty record “no-shows” sooner, but Christine Statton shared that according to contract, we cannot force them to do it sooner than the contract language. She asked the committee to send her any ideas they have.

9. Budget Augmentations and Changes
Christine Statton reviewed the handout. She pointed out that the District’s deficit is now $70,000 and that they try to tie these increases to District Objectives, when possible. Leangela Miller-Hernandez explained that if there is a date by the increase then it has been put into Banner, but if there is no date it hasn’t occurred yet and is on their radar.

10. Budget and Fiscal Items on Board Agenda
Leangela Miller-Hernandez focused on the monthly budget report and explained that she was trying to make the report more user friendly by bolding the expenses that refer back to the letters on the first page.
11. **Date of Next Meeting**
   April 10, 2014 is the next scheduled meeting.

12. **Items for the Next Agenda**

13. **Adjourn**
    The meeting was adjourned at 4:36 p.m.