

Skyline College College Budget Committee

Minutes

Thursday, Oct. 25, 2012
6-6203 2:10 pm-4:00pm



Skyline
COLLEGE
ACHIEVE

College Budget Committee

Membership 2012-2013

Co-Chairs

Eloisa Briones
*Director of Business Services
and
Leigh Anne Shaw
President, Academic Senate*

Regina Stanback-Stroud
(ex officio)
President

Sarah Perkins
*Interim Vice President of
Instruction*

Joi Blake
*Vice President of
Student Services*

Joe Morello
*Dean of Kinesiology
Athletics and Dance*

David Ulate (ex officio)
*Int. Dean of Research, Planning and
Institutional Effectiveness*

Rick Wallace
Dean of Counseling

John Mosby
Dean of Enrollment Services

Kathy Fitzpatrick
Pcyeta Jackson
Barbara Lamson
Classified

Alexander Shkurko
Associated Students

Nina Floro (ex officio)
AFT

Rick Escalambre
Linda Whitten
Business

Carla Campillo
Counseling

Kathleen Feinblum
Jeff Westfall
Language Arts

Mike Fitzgerald
Amber Steele
Kinesiology Athletics and Dance

Eric Brenner
George Wright
Social Science/Creative Arts

Evan Leach
Soodi Zamani
Science/Math/Technology

Call to Order	Leigh Anne Shaw	1 min	Quorum, meeting called to order at: 2:15pm Timekeeper selected: Members present: Eloisa Briones, Pcyeta Jackson, Amber Steele, Rick Wallace, Joe Morello, Rick Escalambre, Soodi Zamani, Kathleen de Azevedo Feinblum, Sarah Perkins, Barbara Lamson Kathy F Jeff Westfall, Eric Brenner, Linda Whitten, Regina Stanback-Stroud, Leigh Anne Shaw, Joi Blake, David Ulate, Carla Campillo, Ray Hernandez, John Mosby. Members absent: Evan Leach, George Wright, Mike Fitzgerald, Nina Floro, Larissa Espada (ASSC)	Procedure
Adoption of Agenda	Leigh Anne Shaw	1 min	M:Whitten / S:Lamson U	Action
Approval of October 11, 2012 Minutes	Leigh Anne Shaw	2 min	M:Morello /S: Blake U	Action
Public Comment (Non-Members of CBC)	Public (non-CBC members)	6 min	No public addressed the CBC today.	Information
DCBF report	Barbara Lamson Linda Whitten	10 min	Linda Whitten and Barbara Lamson gave the report from the District Committee on Budget and Finance (DCBF). Redevelopment agency funding. Redevelopment agencies in California began a process of dissolution and in doing so, was tasked with finalizing their obligations and redistributing the remaining funds schools and other local agencies. SMCCCD is likely to gain up to \$2 million when the remaining funds are redistributed. This is good news considering that there is wide speculation that Prop 30 is not looking likely to pass. If Prop 30 fails, budget committee representatives reported that SMCCCD will be \$11 million into basic aid (SMCCD is now \$4 million in). District Budget & Planning Calendar. In an effort to strengthen planning across the district, all colleges will contribute their own budget and planning calendars to be compiled into a master calendar for the district.	Information

			<p>Resource allocation model. Suggestions are being solicited for revisions to the resource allocation model. Currently, colleges get 80% of the budget from the previous year, and the rest is allocated based on FTES and a number of other factors. A comment was made that minimum staffing is a critical point. Budget committee representatives reported that a budget committee analysis has shown that Skyline College and Cañada are understaffed. The budget committee also discussed the importance of the colleges being rewarded for their efficiency (load). Multiple factors will need to be taken into consideration in order to have a model that supports the fiscal health and integrity of all of the colleges and the district. There are discussions of the ways in which the results of the community needs survey may influence the development of the model.</p>	
Measure G Report on 2012-13 Plan & 2011-12 Expenditures	Eloisa Briones	10 min	Eloisa Briones shared the Measure G Report on 2012-13 (plan and expenditures). The report was presented to the Measure G Oversight Committee and includes the planned activities for 2012-2013 and the planned activities and actual expenditures for 2011-2012. The college used all of its previous year carryover last year. Thanks to Measure G resources we have continued to be able to restore and maintain classes and services that were previously cut or scheduled to be cut.	Information
Process for Evaluating Budget Requests for One-time Funds	Eloisa Briones	5 min	<p>Eloisa described the procedure of evaluating the budget requests for one-time funds. An email was sent to division deans and members of cabinet informing them of the one-time funds and instructions for filling out the form. The forms were filled out and submitted. The leadership team looked at the requests ahead of time and shuffled some into other funding sources to allow for more projects to be funded through this process.</p> <p>Eloisa distributed the updated rubric which includes the following criteria:</p> <ol style="list-style-type: none"> 1) supports the college vision, mission, values, goals and strategies; 2) is linked to a unit/department plan or college-wide plan (i.e. Ed Master Plan, Tech Plan, Program Review, and Administrative Leadership Unit Review); 3) Is focused on student learning outcomes and supports institutional effectiveness (i.e., Student Learning Outcomes, student success and retention, quality of programs and services and satisfaction, Completion by Design framework); 4) Has the potential to have a positive impact on productivity and enrollment trends (i.e. WSCH, Load, headcount, and access). <p>Regina stated some needs in the P/VP office: Website by February, make sure VPIs office has cash flow to be able to initiate projects such as IT and ergonomic evaluation.</p>	Information
Review and evaluation of budget requests	Eloisa Briones	50 min	At the first CBC meeting of the Fall 2012 semester, CBC recommended allocating \$500,000 from ending balance funds to one-time funding, and all divisions were asked to contribute requests. Twenty-eight requests were presented at the 10/25/12 meeting, totaling \$578,715. In careful discussion, it was discovered that some instructional requests could be funded using 1310 sources. It was agreed to move some of the instructional requests for Auto Tech, the Library Circulation desk, Allied Health, and a small portion of LD testing to alternative funding sources including Measure G and 1310, thus freeing up money to cover the remaining requests. In the end, all requests received some funding through one or more sources.	Procedure
Recommend allocation of one-time funds	Eloisa Briones	5 min	M: /S: Motion to recommend the funding amounts of projects as amended: Morello/S: Whitten/U	Action

Further discussion on joint IPC/CBC meetings	Leigh Anne Shaw	1 min	<p>CGC will be considering this topic at their next meeting. Leigh Anne informed the group that the Senate had generally favorable reaction to the idea of joint IPC/CBC meetings. It is a decision that will be made by College Council, but the CBC discussed possible scenarios.</p> <p>Scenario for two committees with some joint meetings: CBC joins IPC (1x month) to participate in the planning process then use that information in the budget process. The budget and planning calendar can also drive the focus of these meetings</p> <p>Scenario for one joint committee: One body would convene for meetings that would focus on budget, planning, or both, as need dictates. One less committee is always appreciated. Because planning is tied to budget, having them together informs both processes.</p> <p>The committee discussed the pros and cons of combining the committees or leaving them as is. Additional issues that were raised include:</p> <p><i>Decrease in the number of committees – The past two Shared Governance Evaluation results have indicated that there is a feeling that there are too many committees and too much time is taken up with meetings. However, some representatives raised the concern of decreased representation opportunities if the committees are combined. Currently there are technically 28 members of each committee, however, practically, there is not full participation of a total of 56 members. Attendance is such that between the two committees, less than half of the combined representatives actively participate, attend meetings and engage in the dialogue of the committees.</i></p> <p><i>Decreased time to address items:</i> Some questions about the logistics of combining the committees were raised with specific concern about having the time to accomplish all of the work.</p> <p><i>Decrease in duplication:</i> Representatives acknowledged that some of the replication of discussion and reporting that results from the information having to be repeated to the two different committees can be minimized.</p> <p><i>Integration of Planning and Budget:</i> After reviewing the Planning and Budget calendar, the group discussed the benefits of having the people who are familiar with the college planning and plans are also the ones recommending the allocation of resources that would be matched to the planning</p> <p>After a lively discussion, a straw poll of the group revealed that a large majority of the 18 people present (approx. 14) indicated that they leaned toward combining the two committees. The feedback will be provided to the College Governance Council.</p>	Information
Next meeting Room 6-6203		1		Information
Announcements, Future Agenda Items	All	1 min	None.	Information
Adjourn	Leigh Anne Shaw	1	M: Blake /S: Mosby/U Adjourned at: 4:10pm Minutes submitted by: Leigh Anne Shaw	Action