

Coast Community College District
District Budget Advisory Committee
March 5, 2009, 2:00 – 4:00 p.m.
Meeting Notes

The District Budget Advisory Committee Meeting was called to order by Acting Chancellor Currie at 2:05 p.m. in the District Board Room. Committee members include:

1. Minal Ajbani, Classified Representative, CCC
2. C.M. Brahmhatt, Vice Chancellor, Administrative Services, District
3. Wes Bryan, President, Golden West College, GWC
4. Susana Castellanos-Gaona, Classified Representative, GWC
5. Ding-Jo Currie, Acting Chancellor, District, and President, CCC
6. Bob Dees, President, OCC
7. Rodney Foster, Faculty Representative, OCC
8. Lee Fuller, Student Representative, CCC
9. Helen Hawthorne, Student Representative, OCC
10. Janet Houlihan, Vice President, Administrative Services, GWC
11. Nancy Jones, Faculty Representative, CCC
12. Judi Lagerlof, Classified Representative, OCC
13. Dean Mancina, CFE Representative, OCC
14. Michael Mandelkern, CDMA Representative, OCC
15. Kevin McElroy, Vice President, Administrative Services, CCC
16. Ann Nicholson, CFCE Representative, OCC
17. Rich Pagel, Vice President, Administrative Services, OCC
18. Jack Price, Coast CCA Representative
19. Diane Restelli, Faculty Representative, GWC
20. Amir Shakoorian, Student Representative, GWC

After introductions, Dr. Currie informed the group that the district budget committee was being reconvened after an absence of many years. Upon consultation with members of the Chancellor's Cabinet, it was agreed that it would be beneficial to re-establish such a committee, which could serve as a connection with the campus planning and budget groups. Chancellor Cabinet members discussed and determined member composition for the budget committee.

District Budget Overview

Dr. Currie offered her thoughts about the concept and goals of the District Budget Advisory Committee and sought input from members. Members supported the deeply rooted core value of autonomy for each college and the ability to expend funds according to campus priorities. Discussion followed on how the group, as a fiscal advisory body, could exchange best practices regarding fiscal planning and solicit input to help the district help the colleges. It was noted that budget planning was closely tied with enrollment management, and that it may be prudent for this group to work in conjunction with the enrollment management group, which is in the formation stage under the supervision of Interim Associate Vice Chancellor John Breihan. Dr. Currie offered to forward committee recommendations to the Governing Board, as they welcome input from the field. She also asked members to write down any and all questions they have about the budget, which will be collected at the end of this meeting for consideration of discussion at the next meeting.

March 18, 2009 Budget Workshop Presentation

Mr. Brahmhatt offered to provide each committee member with a copy of the League's booklet, "Introduction to Fiscal Responsibility," which is an excellent guide to understanding budgets in

the academic environment. In an update of the 2008-09 and 2009-10 budgets, Mr. Brahmhatt noted that there is a total deficit of \$3.2 million to the district for 2008-09 resulting from the loss of COLA (\$1.2 million) and an apportionment deficit (\$2 million). For 2009-10, state revenue is uncertain, which may impact the May Revise. Additionally, the outcome of May 19 Special Election state propositions are unknown and, if unsuccessful, will result in the need to reopen budget negotiations. Another unknown is the federal stimulus package, which remains uncertain as to what will filter to us. Despite these factors, Coast remains fiscally sound and it is our goal to maintain the status quo through the next year, without cuts, while providing excellent service to students and the community. Use of District reserve funds would be one of the means in achieving this goal. Coast currently maintains a reserve of seven percent, higher than the state mandated five percent. Mr. Brahmhatt distributed a copy of the March 18, 2009 District Budget Workshop presentation, and reviewed it with follow up questions and discussion.

Future Meeting Dates

While considering dates for future meetings, it was noted that it would be prudent to schedule them around several important periods each year that impact budget planning. In February/March, information is available from the Governor's budget, fall FTES figures, and the P1 report. In May, data is available from the May Revise and spring semester FTES, as well as the tentative budget that is submitted to the Board annually in June. During late August/early September, adopted budget data can be viewed in preparation for presentation to the Board in September. A meeting in December affords an opportunity to meet before the winter break and look toward the new year. It was agreed that future meeting dates will be determined according to these suggested time parameters, and will be scheduled on Thursdays from 2:00 – 4:00 p.m. Prior to the end of the academic year, Dr. Currie asked members to identify new appointees for next year, if current members do not expect to continue their service on this committee.

District-wide Travel Budget – Expenses

The committee discussed attendance at conferences and the implication to the district budget and the economy in general. It was noted that staff have voluntarily reduced travel this year, which represents a relatively small percentage of the district's overall budget, yet may be perceived as an extravagance in this economic climate. Dr. Currie noted that the Board is not in opposition to staff travel; they would like travel requests to be reviewed carefully and funds to be expended wisely as good stewards of public money. Some specific ideas were offered as ways to reduce costs: seek reimbursement for actual costs of meals instead of the maximum allowed without receipts; justification for out-of-state travel and car rentals; no lodging within the five-county surrounding area; arrival and departure within 24 hours of the conference; and consideration of substitute pay as a conference expense or exchange equivalent hours with colleagues. Dr. Currie asked members to e-mail further ideas to her in preparation for suggested travel guidelines to be presented to the Board at the March 18 Board Workshop Meeting.

District Growth Rates

Mr. Brahmhatt reported that the growth rate for 2009-10 is unknown at this time, which presents a challenge in planning of programs and services for students.

The meeting ended at 4:10 p.m.