



Budget Development Committee Meeting Minutes

November 19, 2013

MB 350a

8:30am – 10:30am

Present: Gale Lebsock, Heather Ostash, Corey Marvin, Mary O’Neal, Matt Crow, Matt Jones, Kathy Salisbury, Tammy Kinnan, Crystal Leffler
Guests via iTV - Sean James, Tom Burke. Absent: Sherri Windish

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	The Academic Senate has requested review of District reports as part of the AS Budget Process.
Approval of Agenda	Gale Lebsock	No action taken.
1. Approval of Minutes/ Review of Minutes from 4/9/2013	Gale Lebsock	Water usage review by area has been requested by Gale.
2. Review of District Reports <ul style="list-style-type: none"> • 2012-13 311Q 4th quarter • 2012-13 311A • 2012-13 320 Annual • FON Report 	<p>Tom and Sean reviewed the following reports with the committee.</p> <ul style="list-style-type: none"> • The FON Report for Fall 2013 was reviewed. The FON Report is the Full Time Faculty Obligation Compliance test and is based on funded growth not actual growth. The District has met the compliance tests for FTFO 75/25 targets. The District will remain well within FON for Fall 2014 if they only replace retired or vacant positions and there is no new hiring. The FTFO 75/25/Ratio Report for Fall 2013 provides the percentage of full time faculty to part time faculty by college. • The 2012/2013 320 Annual Report and the CC 320 Report were reviewed. The FTES data are generated from these State Apportionment Attendance Reports and used as official data in the Annual 320 Report. The CC 320 indicates a decline in FTES, 50 short of target (approx. 2973) for Fall 2013. In the estimates there has been a temporary shift of 100 FTES from Cerro Coso to Bakersfield. The shift may become permanent over the next year or so as the District cannot afford to miss the FTES targets. Cerro Coso College is held harmless with no fiscal impact. Due to the RDA (Redevelopment Agency Dissolution) not being backfilled our 13/14 Budget Allocation Model revenue is over estimated by 1 - 2 million. This won't effect this year but a change in strategies is needed for 2014/2015 and going forward. Legislation is trying to enforce a true up of funds. • 311Q is a Quarterly Financial Status Report with focus on Unrestricted General Fund Revenues, Expenditures and Fund Balance. The 320 Annual Reports is used for FTES data and both Unrestricted and Restricted General Fund cash balances are reported. The report monitors the percentage of General Fund Balance to General Fund Expenditures and significant events for the quarter. • 311A is the Annual Finance and Budget Report. The detailed report shows the importance of the 50% calculation and contains Combined Balance Sheets by fund, Supplemental Reports and the total General Restricted and Unrestricted Funds. • These reports are good tools for early warnings. • Legally the state cannot scoop up our reserves. • Work with the targets and data provided by Lisa Fitzgerald. 	

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3. Discussion	Committee	The committee discussed the District reports and the value in assisting with resource allocation. <ul style="list-style-type: none"> • FTES targets and the transfer to Bakersfield – How was that decision made? FTES targets should they be discussed at Faculty Chairs? • RDA Fund shortage – How does that affect us?
4. Review of Cerro Coso July – Sept 2013 Budget to Actual	Gale	The committee discussed the year to date actuals for the first quarter of 2013. The committee concluded there was nothing out of the ordinary upon review.
5. Evaluation of Budget Process	Corey	The ACCJC would like us to develop a formal process for evaluating our budget process. The committee discussed how to evaluate the effectiveness of our budget process and how to determine if funds are leading to student success.
6. Accreditation Steering Committee		The Accreditation Steering Committee is looking for a faculty member for Standard 3D – Matt Jones confirmed as faculty.
7. 2014 – 2015 Budget Worksheet	Gale	Gale provided the committee with the revised 14/15 Budget Worksheet with inserted columns listing adopted budget and actuals expense totals for the past 3 years.
8. Future Agenda Items	Gale	Gale will send out requests for new agenda items.
9. Future Meeting Dates		TBD
Adjourned		10:30am

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler