



BUDGET COMMITTEE
MINUTES

February 3, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, February 3, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas, Marty DuBord, Sharron Hamlett, Diane Kew, Tammi Marshall, Arleen Satele, Bill Stanford, Pat Setzer and Nanette Wier

<p>Dr. Perri Introduced the new Dean of Administrative Services, Arleen Satele.</p>	<p>Introduction of Dean Satele</p>
<p>Dr. Perri distributed a copy of and provided a college update on the following:</p> <ul style="list-style-type: none"> o Enrollment – 88 FTES away from goal (5350). Strategies are underway to increase enrollment for second eight-week classes o College budget – mitigation was requested, additional funds may be identified by the District o Governor’s Proposal o Key Future Legislation 	<p>College Update</p>
<p>The following documents were attached to the agenda for informational purposes:</p> <ul style="list-style-type: none"> o 2004-05 Budget Deliberations for CCC o Community College Funding News Release o Ballot Measure Summary o CCLC – Talking Points to the Governor’s Proposed 2004-05 Budget o Community College’s Newsletter 	<p>Informational Items.</p>
<p>Dean Satele distributed the 2004-05 Budget Development Calendar. Dr. Perri indicated that the Budget Committee will be critical in budget planning and determining budget priorities.</p>	<p>Budget Calendar</p>
<p>Meeting adjourned at 3:00 p.m.</p>	<p>Adjournment</p>



CUYAMACA
COLLEGE
LEARNING FOR
THE FUTURE

BUDGET COMMITTEE MINUTES

February 17, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, February 17, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas, Marty DuBord, Sharron Hamlett, Tammi Marshall, Arlene Satele, Pat Setzer, Bill Stanford and Nanette Weir

Members Absent: Diane Kew

The college's full-/part-time faculty ratio for 02/03 was 53.5%. Mr. Setzer will complete computations for the 03/04 ratio.

FT/PT Ratio Report

Budget packets were distributed last week with a two week deadline.

FY 04/05 Budget

Budget committee was asked not to copy and distribute the attachment utilizing college supplies because the attachment was a Prop 57/58 piece. Dr. Perri discussed the impacts on the District if Prop 57/58 does not pass. The District has planned a March 5th Chancellor's Cabinet meeting in the event that the propositions do not pass.

Prop 57/58 Update

An enrollment strategies brainstorming session will be on the next Budget Committee agenda.

Enrollment Strategies

Meeting adjourned at 2:43 p.m.

Adjournment



BUDGET COMMITTEE
MINUTES

March 2, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, March 2, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas Sharron Hamlett, Tammi Marshall, Arleen Satele, Pat Setzer, Bill Stanford, and Nanette Wier

Members Absent: Marty DuBord, and Diane Kew

Guest: Beth Appenzeller, Dean, Admissions & Records

Mr. Setzer presented his calculations of the college's full- and part-time faculty ratio:

'02-03	'03-04	Location
56%	58%	District-wide
57%	59%	Grossmont College
53%	56%	Cuyamaca College

FT/PT Ratio

Dr. Perri introduced Dean Appenzeller, who provided current marketing strategies. She distributed a list of

- Spring '04 Enrollment Related Activities
- High School & Community Relations Department Activities

FTES Goals 04/05

Ms. Hamlett submitted a compilation of enrollment strategies from classified staff. It was suggested that the college hold an Open House Day and invite the community to tour the campus.

Budget projections have not been received. Dean Satele will review budget projections with the Budget Committee when they become available.

Budget Planning Process

Copies of Spring Census FTES Projections dated 2/23/04 were distributed, reviewed and discussed. The college is currently 106 below its goal of 5,350. Second eight-week classes will begin on March 22 and should generate additional FTES. Dean Satele distributed the college's 10-year FTES data and Dr. Perri reviewed a draft of enrollment projections for 2003-04. Dean Satele to project FTES for 15,000 students.

Spring Census Projection

Meeting adjourned at 3:30 p.m.

Adjournment



BUDGET COMMITTEE <i>MINUTES</i>

March 16, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, March 16, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas Sharron Hamlett, Diane Kew, Arleen Satele, Pat Setzer, Bill Stanford, and Nanette Wier

Members Absent: Marty DuBord, and Tammi Marshall

Dr. Perri referred to the State Budget Update dated 3/5/04. Dr. Perri attended the CEO Board meeting on 3/12/04. Several districts will be fined for not meeting the 75-25 FT/PT faculty ratio.

State Budget Update

Dr. Perri distributed copies of the 04/05 GCCCD Total Resident FTES Analysis. The college's growth goal is 2.63% (141 FTES) with last year's shortage of 106 FTES, the overall goal is 247 FTES

FTES Goals 04/05

March 18th is the roll-out date for the college's 04/05 tentative budget. A Cabinet workshop will be held on 3/27. Dr. Perri described the process of establishing the college's operating budget after district set-asides. The college's primary goals are FTES generation and marketing. The release of frozen positions is contingent on available funds.

College Budget Update

Dr. Perri provided a synopsis of the ASCC Orientation with President's Cabinet on March 16th. The input provided by the students was valuable with regard to the student's perception of the college's current image and future image. Ms Wier suggested that PTK should be asked also provide additional information to enhance the college's marketing efforts. As well, Academic Senate was asked to provide input on marketing ideas. Mr. Setzer suggested input from Instructional Council and Academic Master Planning.

Pat Setzer and Beth Smith's article "Equalization: A Call to Action" was published in the winter 2004 FACCTS newsletter. The Budget Committee was given a copy of the article.

Equalization Article

Meeting adjourned at 3:10 p.m.

Adjournment



C U Y A M A C A
 . C O L L E G E .
 L E A R N I N G F O R
 T H E F U T U R E

BUDGET COMMITTEE <i>MINUTES</i>

April 20, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, April 20, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas, Marty DuBord, Sharron Hamlett, Diane Kew, Tammi Marshall, Arleen Satele, Pat Setzer, Bill Stanford, and Nanette Wier

Members Absent: None

Dean Satele provided the Committee with an overview of the following:

1. Tentative Budget (TB) '04-05
2. Comparison of TB '03-04 to TB '04-05
3. Projected Ending Balance '03-04, estimate ending balance to date

The Budget Committee recommended that in order to meet ending balance projections a freeze be imposed immediately across the institution.

Dr. Perri to draft the memo, and will be sending a draft to the Budget Committee for input.

Mr. Setzer indicated that the Academic Plenary Session on 4/17 passed three resolutions in favor of Equalization.

Meeting adjourned at 3:16 p.m.

Tentative Budget
'04/05

Academic Senate

Adjournment



CUYAMACA
· COLLEGE ·
LEARNING FOR
THE FUTURE

BUDGET COMMITTEE MINUTES

May 4, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, May 4, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas, Marty DuBord, Sharron Hamlett, Diane Kew, Tammi Marshall, Arleen Satele, Pat Setzer, and Nanette Wier

Members Absent: Bill Stanford

Dean Satele is in the process of determining a more precise ending balance.

- 5/14 Expenditure cut-off date
- Dr. Cardenas provided a synopsis of discussions at UF on 5/3
- Mr. Setzer gave feedback on his meeting with the Chancellor

The college has estimated a tentative budget of \$23 Million based on an allocation of \$20.4 million. The college estimates a gap of over \$900K .

Dr. Perri will review the college's budget with Arleen and the Chancellor.

Dr. Perri distributed two resolutions by the Board of Governors on equalization.

Meeting adjourned at 2:54 p.m.

Budget Reduction
Strategies - Satele

Board of
Governors
Resolutions

Adjournment



CUYAMACA
· COLLEGE ·
LEARNING FOR
THE FUTURE

BUDGET COMMITTEE
MINUTES

May 18, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, May 18, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas, Marty DuBord, Arleen Satele, and Bill Stanford

Members Absent: Sharron Hamlett, Diane Kew, Tammi Marshall, Pat Setzer, and Nanette Wier

Dean Satele indicated that the budget will be balanced with a gap of funds needed. The ending balance is being preserved. The district has been appraised of the college's needs.

Tentative Budget Update

Dr. Perri distributed copies of the State Chancellor's News Release dated 5-13-04. She discussed the pros of the Governor's proposed budget funding increase as well as the implications of the various aspects of the May Revise. The Governor's budget is due in June, however, the proposed funding in the May Revise may not be realized as indicated.

May Revise

Meeting adjourned at 2:50 p.m.

Adjournment



C U Y A M A C A
 · C O L L E G E ·
 L E A R N I N G F O R
 T H E F U T U R E

BUDGET COMMITTEE <i>MINUTES</i>

September 7, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, September 7, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Marty DuBord, Jan Ford, Sharron Hamlett, Diane Kew, Arleen Satele, and Nanette Wier

Members Absent: Ezequiel Cardenas and Bill Stanford

Dr. Perri announced the Governing Board Workshop on 9/7/04. She gave a brief historical overview of the college's budget strategies over the past three fiscal years. Plans for the 04/05 budget are currently in progress.

Budget Update and
 Priorities 04/05

The Budget committee received and reviewed the following documents:

- President's update to the budget committee (9/7/04)
- College funding priorities plan FY 04/05
- Cuyamaca College adoption budget

Dean Satele indicated that the budget is frozen until 9/27/04 when the budget will be changed from tentative to adoption.

The budget committee reviewed the final FTES report dated 7/12/04. The Chancellor has asked for a task force chaired by both college presidents. The task force is charged with submitting recommendations for a new budget allocation formula.

FTES Report

Meeting adjourned at 3:30 p.m.

Adjournment



CUYAMACA
COLLEGE
LEARNING FOR
THE FUTURE

BUDGET COMMITTEE MINUTES

September 21, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, September 21, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas, Sharron Hamlett, Diane Kew, Arleen Satele, Bill Stanford and Nanette Wier

Members Absent: Marty DuBord, Jan Ford and Bill Stanford

Meeting Chaired by Dean Arleen Satele.

Governing Board will be approving the Adoption Budget on 9/21/04. Budget members were encouraged to attend the board meeting.

Budget Committee was asked to attend the Budget Open Forum on Wednesday 4/22 at 1:00 pm in the Museum. Topics to be covered:

- Budget Update
- Equalization Funds
- Growth

Committee members received a copy of the 2004-2005 Projected Funds Available. Dean Satele discussed all the components of the chart, indicating that the new FTES goal is 22 FTES less than originally established.

Health Fee Waiver – BOG waivers negatively impact Health Services provided by the college. The Board of Governors is investigating how to mitigate the lack of funds needed for Health Services expenses.

Meeting adjourned at 2:45 p.m.

Adoption Budget
Update

State Budget 05/06

Adjournment



BUDGET COMMITTEE
MINUTES

October 5, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, October 5, 2004 at 2:00 p.m. in the PCR.

Members Present: Ezequiel Cardenas, Marty DuBord, Jan Ford, Sharron Hamlett, Bill Stanford, and Nanette Wier

Members Absent: Diane Kew and Arleen Satele

The District is in the process of negotiating with the collective bargaining units for fiscal year 2004-05. Once negotiations are complete and funds are released to the college, the President will determine the possibility of releasing two additional faculty positions in addition to the current positions that have been released (two classified, one administrative, and four faculty). Faculty positions will be identified through Academic Master Plan.

Budget Update

Dr. Perri distributed a draft of the Administrative Council retreat Enrollment Strategies brainstorming session on 9/28/04. Budget Committee members provided the following additional enrollment ideas:

Enrollment Strategies

- Extend tuition discounts to faculty family members
- Student at-risk program
- Target local military serviceman and women
- PTK
- College tables at stores on Fletcher Parkway

Budget Committee was asked to review the strategies and determine what items can be accomplished.

Jan Ford suggested developing a District Marketing Plan to increase enrollment.

Meeting adjourned at 3:07 p.m.

Adjournment



C U Y A M A C A
 · C O L L E G E ·
 L E A R N I N G F O R
 T H E F U T U R E

BUDGET COMMITTEE
MINUTES

October 19, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, October 19, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas, Marty DuBord, Jan Ford, Sharron Hamlett, Diane Kew, Arleen Satele and Bill Stanford

Members Absent: Nanette Wier

Dr. Perri explained the structure for the California Board of Governors, how the budget is developed and is moved through the state system prior to approval. She distributed copies of the California Community Colleges 2005-06 Budget Overview and reviewed the Summary of Recommended Funding Increases.

Board of
 Governors - 2005 -
 06 Budget
 Proposal

Dr. Perri provided background information for the basis of the three-year college staffing plan which the Chancellor requires each college provide. She explained the process by which the college receives its budget allocation. The three-year plan will include:

Three-Year College
 Staffing Plan

- Faculty/counselors/librarians
- Classified staff (includes supervisory and confidential)
- Administrators

Dean Satele distributed a five-year college funding analysis (1999-2004) and explained the data. Dean Satele to determine a budget range utilizing budget percent increases, decreases and staffing over the past five years as a basis to develop possible scenarios for the three-year staffing plan. The plan will be matched to the needs established by the Strategic Plan.

Meeting adjourned at 3:16 p.m.

Adjournment



CUYAMACA
· COLLEGE ·
LEARNING FOR
THE FUTURE

BUDGET COMMITTEE
MINUTES

November 2, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, November 2, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas, Marty DuBord, Jan Ford, Sharron Hamlett, Diane Kew, Arleen Satele and Nanette Wier

Members Absent: Bill Stanford

Dr. Perri, in response to a request made by the Chancellor, has asked Dean Satele to design a three-year staffing plan. Dean Satele distributed a draft 2005-06 Staffing Plan which represented the percentages at 10, 20, 30 and 40 of what positions can be filled once the college meets its financial obligations additional funds. The list did not include the already funded positions for 2004-2005. With regards to the three-year hiring plan, Dr. Perri has prepared introductory comments to accompany the plan. Committee members received the college's unrestricted new hire / separations chart from July 1999 to October 2004. The committee endorsed the Three-Year Plan as presented.

Three-Year
Staffing Plan

Meeting adjourned at 3:18 p.m.

Adjournment



BUDGET COMMITTEE
MINUTES

November 16, 2004

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, November 16, 2004 at 2:00 p.m. in the PCR.

Members Present: Geraldine Perri, Ezequiel Cardenas, Sharron Hamlett, Arleen Satele, Bill Stanford and Nanette Wier

Members Absent: Marty DuBord, Jan Ford, and Diane Kew

Guest: Christopher Slusher

Dean Satele distributed copies of the latest iteration of the Cuyamaca College Hiring Plan Analysis. Dr. Perri and Dean Satele explained the data. Dr. Perri requested feedback on the presentation of the data with regard to ease of interpretation and readability. Dean Satele to include levels 5 and 6 percent to the data.

Three-Year Staffing Plan

Dr. Perri announced that an hour-long budget workshop would take place on Tuesday 11/23/04 at 1:00 pm in room E-103. The following items will be highlighted.

Budget Workshop

- Hiring Plan
- Three-Year Staffing Plan
- Equalization

The Budget committee received the Cuyamaca College Fact Sheet which covered the college's growth over the past 10 years (1994-2004). Other data included on the fact sheet was:

Fact Sheet

- Students transferring to 4-year colleges or universities
- Faculty analysis (including FT/PT ratio) – Dean Satele to include a graph of open positions
- Budget Analysis

Meeting adjourned at 2:45 p.m.

Adjournment