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| BUDGET COMMITTEE MEETING NOTES |
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February 6, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, February 6, 2007, at 2:00 p.m. in the President's Conference Room.

Members Present: Geraldine Perri, Ezequiel Cardenas, Jan Ford, Sharron Hamlett, Kay Miller and Arleen Satele

Members Absent: Connie Elder and Cheryl Houston

Dr. Perri welcomed the new CSEA representative, Kay Miller, to the committee. This committee traditionally meets on the first and third Tuesdays from 2:00 – 3:30pm. Last semester it was moved to 3:00 – 4:30pm to accommodate members who were not able to make the earlier time. An e-mail poll will be conducted of all members to determine the meeting time for this semester.

*Welcome and
Committee Meeting
Time*

Academic Senate President Ford will recruit one more faculty representative for this committee.

*Faculty
Representative
Needed*

Dr. Perri distributed the State Budget Update of January 10, 2007 and reviewed with the committee members: Enrollment Growth, COLA, Basic Skills Redirection, Nursing Programs and Enrollment Fees. Ms. Ford inquired if our growth is consistent over several years, will it affect our base adjustment? Dr. Perri will follow up.

*State Budget
Update*

Budget Committee members received copies of the Preliminary Draft of the Comparison of System Budget Request to Governor's Budget. Dr. Perri also reviewed the 2006-07 FTES Forecast dated 1/17/07.

FTES Goal

The Career Technical Education (CTE) Initiative is a priority for Governor Schwarzenegger and also the high schools. Dr. Perri shared that \$20 million will go out to high schools and community colleges based on our FTES.

*Career Tech Ed
Initiative*

Vice President Satele reminded committee members to check for negative balances in their FY 06/07 department budgets, and to submit purchase requisitions before March 31, 2007. She briefed this committee on the budget development process. There will be several Budget Workshops forthcoming to assist departments with building their FY 07-08 budgets. Vice President Satele encouraged the Budget Committee members to attend the District's Special Budget Workshop scheduled for Monday, February 12, 2007 @ 2:30pm at Griffin Gate.

*2007-08 Budget
Development*

Non-Resident Fees

Vice President Satele informed the committee that the fees for Non-Resident Students have increased from \$156/unit to \$163/unit in order to stay competitive with the other 2-year institutions.

Ms. Ford brought to the table a discussion of the survey of the Accreditation Standard IV Self Study. Ms. Ford noted that there was a difference in the responses of the Faculty members and the Classified members as to their feeling well-informed. She feels the college needs to encourage more communication. Posting agendas and minutes of shared governance committees/councils on the college web site is a good method of communication, as is sending all-site e-mails.

Meeting adjourned at 3:15pm.

*Campus-wide
communication*

Adjournment



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 · 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
MEETING NOTES

February 20, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, February 20, 2007, at 3:00 p.m. in the President's Conference Room.

Members Present: Ezequiel Cardenas, Jan Ford, Sharron Hamlett, Kay Miller and Arleen Satele

Members Absent: Connie Elder and Geraldine Perri

Vice President Satele chaired the meeting today. As a result of the online poll, the meeting time for this committee for Spring 2007 will be 3:00 - 4:30pm.

Committee Meeting Time

Vice President Satele also reviewed the updated 2006-07 FTES Forecast dated 2/12/07. There will not be another update until April 2007.

FTES Forecast Update

A general summary of the 50% Law Calculation was distributed to the members of the committee, along with a statewide comparison sheet from FY2001-02 to FY2005-06 for all colleges.

50% Law Calculation

Accreditation Standard IIID, Financial Resources, was posted last week on the web site. The committee was asked to review the draft for any content edits that need to be made, and to contact Vice President Satele in this regard.

Accreditation Standard IIID on Web Site

Lastly, Vice President Satele shared the DRAFT 2007-08 Budget Preparation Calendar with the committee. She will provide the committee with the minutes from the District Strategic Planning & Budget Council's Budget Workshop of February 12, 2007.

2007-08 Budget Development

Meeting adjourned at 3:25pm.

Adjournment



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BUDGET COMMITTEE
MEETING NOTES

March 6, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, March 6, 2007 at 3:00 p.m. in the President's Conference Room.

Members Present: Geraldine Perri, Ezequiel Cardenas, Connie Elder, Jan Ford, Diane Kew (representing Sharron Hamlett), Alan Ridley (representing Kay Miller) and Arleen Satele

Members Absent: Sharron Hamlett and Cheryl Houston

Vice President Satele chaired the meeting today, while Dr. Perri attended an on-campus event. Dr. Perri arrived later in the meeting.

Committee Chair

Vice President Satele brought a handout that included (1) Background – FTES growth history since FY 93/94, (2) FTES Comparison for FY 05/06 vs. FY 06/07 and (3) FTES Goal Setting.

FTES History and Comparison

She then addressed the Campus Budget Update for March 6, 2007, also touching on the Administrative Services Personnel changes, including temporary VP Assistant Watina Alexander and Temporary Accountant Amy Close.

Campus Budget Update/Personnel Changes

There was an update on the Bookstore. Used book sales are up by 34% this semester. Vice President Satele urged faculty to get their book orders for Summer classes by March 12, and orders for Fall classes by March 30, 2007.

Bookstore Update

Lastly, Vice President Satele distributed the Draft 2007-08 District Budget Preparation Calendar to the committee. There will be deadline changes as we move through the month of March, and she will keep the committee informed.

District Budget Preparation Calendar

Meeting adjourned at 3:40pm.

Adjournment



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BUDGET COMMITTEE
MEETING NOTES

March 20, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, March 20, 2007 at 3:00 p.m. in the President's Conference Room.

Members Present: Geraldine Perri, Ezequiel Cardenas, Connie Elder, Jan Ford, Sharron Hamlett, Cheryl Houston, Kay Miller and Arleen Satele

Vice President Satele presented to the Committee data for formulating the college's FTES goals. She reviewed with the group handouts she had prepared of her 2007-08 Proposed FTES Analysis and dialogue ensued.

*FTES Goals for
2007-08*

Vice President Satele reviewed the Dedicated Income Analysis for 2007-08 next. She presented a historical spreadsheet from FY 2003-04 through the current year. These funds are generated through the college, and are managed at the college level.

*Dedicated Income
Analysis*

Discussion took place regarding verifying online application residency. This will be addressed again at the next meeting. There was also discussion about subpoena fees and library fees.

*Online Application
Residency*

Lastly, Vice President Satele distributed the updated Draft 2007-08 District Budget Preparation Calendar to the committee. There will be deadline changes as we move through the next few months, and she will keep the committee informed.

*District Budget
Preparation
Calendar*

Meeting adjourned at 3:45pm.

Adjournment



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MEETING NOTES

April 17, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, April 17, 2007 at 3:00 p.m. in the President's Conference Room.

Members Present: Ezequiel Cardenas, Connie Elder, Jan Ford, Sharron Hamlett, Kay Miller and Arleen Satele

Members Absent: Geraldine Perri, Cheryl Houston

Vice President Satele chaired the committee meeting in Dr. Perri's absence. Ms. Satele opened with a reminder to the committee members to attend the Science & Technology Grand Opening on Thursday, April 19 at 10:00am, and the many associated programs on Thursday evening.

Ms. Satele presented to the Committee the FTES goals which were approved for 2007-08 at status quo of 5,533. There was discussion about the possibility of borrowing FTES from Summer 2007 in order to make this goal, and also next year's goal.

Ms. Satele also reviewed the Budget Preparation Calendar with the committee. We will be issued the Tentative Budget (TB) Allocation on April 20, and Cuyamaca College is staying at the status quo of 30.66% allocation.

Ms. Satele also urged the committee members to be sure to be here for the next Budget Committee meeting on May 1, 2007. She said that it will be a critical meeting, as she will be distributing the TB criteria from last year and needs everyone's input for FY 2007-08. Reminders were given to the members for the 2006-07 Year End Deadline of April 30, 2007 for General Fund and Restricted Budgets, as well as for Purchase Requests for Unrestricted and Restricted Budgets.

Dr. Cardenas, in light of the violence on the Virginia Polytechnic Institute in Blacksburg, Virginia campus yesterday, began a discussion about what it would cost to modify the campus classrooms so that we could, if necessary, be in a state of "lockdown." Ms. Satele will address this issue on Friday, April 20, 2007 as chair of the Emergency Preparedness Committee meeting.

Meeting adjourned at 3:40pm.

*Science &
Technology Grand
Opening – April 19,
2007*

*FTES Goals for
2007-08*

*Budget Preparation
Calendar*

*Tentative Budget
Criteria Packet*

*Budget Modification
for Possible
Campus Lockdown*

Adjournment

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| BUDGET COMMITTEE <i>MEETING NOTES</i> |
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May 1, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, May 1, 2007 at 3:00 p.m. in the President's Conference Room.

Members Present: Connie Elder, Jan Ford, Sharron Hamlett, Cheryl Houston, Kay Miller and Arleen Satele

Members Absent: Geraldine Perri, Ezequiel Cardenas

Guests: Henri Migala and Joe Marron

Vice President Satele chaired the committee meeting in Dr. Perri's absence. She distributed booklets called *FY 07/08 Tentative Budget*, and reviewed in detail the Income Allocation Formula.

2007-08 Tentative Budget

VP Satele also informed the Committee that there has been a recent addition to the 2007-08 budget from the Board for staffing commitments in the amount of \$400,000 (\$300,000 for faculty and \$100,000 for staff). These funds can be used for hiring in the area of new positions or frozen positions, at our discretion. A question was asked concerning funding for these positions for the following year. The District has released funds this fiscal year, and will continue to support it through 2007-08. There will be a Special Budget Committee meeting on May 8, 2007 to finalize these details.

Supplemental Funds for Hiring in 2007-08

President's Cabinet discussed the current FY 06/07 budget criteria and made suggestions for FY 07/08 for the Budget Committee to review. The Budget Committee re-prioritized the budget criteria for FY 07/08 and included the increase in faculty/staffing commitments and accreditation needs. The Budget Committee will finalize the budget criteria priorities by the next meeting.

07-08 Budget Criteria Priorities

Ms. Satele also reminded the Committee of important future dates: May 17, 2007 will be the Budget Forum in Room E110 at 1:00pm; May 31, 2007 is the last day to turn in all financial transaction items to follow year-end timelines.

Future Budget Dates

Vice President Satele also reviewed the Prop R Proposed Adjustments as to the following projects: (1) Business/CIS Project Reallocation, (2) Infrastructure & Secondary Effects Projects and (3) Student Center Augmentation.

Prop R Adjustments

Meeting adjourned at 4:45pm.

Adjournment



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MEETING NOTES

August 21, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, August 21, 2007 at 2:00 p.m. in the President's Conference Room.

Members Present: Geraldine Perri, Ezequiel Cardenas, Connie Elder, Jan Ford, Sharron Hamlett and Arleen Satele

Members Absent: Kay Miller

Dr. Perri welcomed back the group to the 2007 Fall Semester. Vice President Satele reviewed in detail the District FTES Comparison for 2007-2008 in comparison to the figures for 2005-06 and 2006-07. She reminded the group that the growth goal for this year is 8% over our figure for last year. Today's Enrollment Report was also reviewed for August 20, 2007. Both headcount and units are up by 7.6% over last year.

Welcome and Review of District FTES

Outreach and Student Services has done a great job of promoting the college, and the high enrollment figures are the proof of that. Enrollment across the state for community colleges is up, and that is always good news. We have 25 classes that start after Labor Day.

College FTES

The Governor has not yet released the state budget; therefore we will proceed with the budget from last year until we receive one. The Tentative Budget has been approved. We are still functioning from the Tentative Budget, but have a list of expenditures ready as soon as there are additional funds available.

Tentative Budget for 2007-2008

The committee reviewed a proposal for additional funding to go to Adoption Budget.

Proposal for AB 2007-08

Ms. Satele reminded the committee of the College Budget Forum on September 5, 2007 from 1:00 – 2:00pm in Room F106 and encouraged all members to attend.

Budget Forum on September 5, 2007

Ezequiel Cardenas asked about the governance structure including the United Faculty Vice President. It is confirmed that this is the representative who is to be on the committee; therefore Dr. Cardenas will be turning his position over to Dr. Lyn Neylon. Dr. Neylon will replace Dr. Cardenas on this committee, and also on the Innovation and Planning Council.

Cardenas replacement – Lyn Neylon

The time of the meeting was discussed, and the governance structure shows this committee meeting on the first and third Tuesday of the month from 2:00 – 3:30pm. We will contact Dr. Neylon regarding her availability for meeting at 2:00pm. If she is available, we will resume meeting at 2:00pm rather than 3:00pm as we have been doing recently. All current members present are

available to meet at 2:00pm.

Kudos was given to Dr. Cardenas for his dedication to this committee over the many years he has served. His input has always been extremely valuable to this group, and his presence will be missed.

Sharron Hamlett brought up the subject of the effectiveness of the student ambassadors in the One-Stop area. She feels that the position of the information table could be more effectively used in the front of the Community Learning office where the students enter, rather than in front of the Admissions and Records Office. This might alleviate much of the traffic of students entering the Community Learning Office repeatedly, asking for directions.

Meeting adjourned at 4:00pm.

Kudos to Cardenas

Adjournment



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MEETING NOTES

September 4, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, September 4, 2007 at 2:00 p.m. in the President's Conference Room.

Members Present: Geraldine Perri, Jan Ford, Lyn Neylon, Cheryl Houston, Sharron Hamlett, Arleen Satele and Mike Wangler

Members Absent: Kay Miller

Vice President Satele reviewed the Adoption Budget for 2007-08 with the committee members. She reviewed in detail the District FTES Report forecast for Spring 2008. She reminded the members that our FTES goal is 5533. Today's enrollment is up by 12% in headcount and up by 10% in FTES. However, in converting units to FTES it usually results in 1.5% lower number after census. Census is taken today.

*Adoption Budget
 2007-08*

Enrollment strategies were discussed, and also the Adoption Formula Income Allocation.

The FY 07/08 Faculty/Staffing Plan Adoption Budget handout was shared with the Committee, and there was a request for more information regarding the Computer Lab Technician position. There were questions related to the need for staffing in Health Services.

*07/08
 Faculty/Staffing
 Plan*

The committee was reminded about the Budget Forum tomorrow on September 5, 2007 from 1:00 – 2:00pm in Room F106. All were encouraged to attend.

Budget Forum

Meeting adjourned at 3:33pm.

Adjournment



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MEETING NOTES

September 18, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, September 18, 2007 at 2:00 p.m. in the President's Conference Room.

Members Present: Jan Ford, Lyn Neylon, Arleen Satele and Mike Wangler

Members Absent: Geraldine Perri, Cheryl Houston, Sharron Hamlett and Kay Miller

Vice President Satele chaired the meeting in Dr. Perri's absence. *Addition to the Agenda:* Clarify Budget Committee membership.

Addition to Agenda

Ms. Satele reviewed with the committee members the Cuyamaca College FY 07/08 Adoption Budget handout that was preliminarily approved at last week's Governing Board Budget Workshop on Tuesday, September 11, 2007. After the budget is officially approved by the Governing Board tonight, funds will be put into department budgets within two weeks.

Adoption Budget for 2007-08

Vice President Satele also handed out copies of an email from the State Chancellor's Office regarding the basic skills/ESL funding which was vetoed from the 2007-08 State Budget and set aside in anticipation of legislation to address the needs of underprepared students. The message reported that the funding will be restored. The funds will be available to the community colleges in 2007-08 to support improvements in basic skills/ESL programs. The Governor will have until October 14th to sign the bill. Ms. Satele will notify the entire committee electronically with the results of the Governor's vote.

Basic Skills/ESL funding to be restored to State Budget

The Budget Committee membership was examined. It was determined that the committee needs 1 more faculty member and 1 member from the student government - ideally the Treasurer. The ASCC President has been notified that a student representative is invited to attend the meeting each month.

Committee Membership

Meeting adjourned at 2:30pm.

Adjournment



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MEETING NOTES

October 16, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, October 16, 2007 at 2:00 p.m. in the President's Conference Room.

Members Present: Geraldine Perri, Jan Ford, Cheryl Houston, Sharron Hamlett, Almira Henson, Lyn Neylon, Arleen Satele and Mike Wangler

Members Absent: Barbara Takahashi, Recorder; Andrea Joerden recorded the minutes in her place.

1. Fiscal Year 07/08 Budget – Vice President Satele distributed the latest Restricted Funds Status of FY 07/08 and shared the changes to the Restricted Budget allocations. She will follow up with an explanation of the acronyms used, and email them to committee members.

*Fiscal Year 07/08
Budget*

2. Accreditation Site Visit – The brochure of the Accreditation Site visit schedule was circulated. On Wednesday, October 24, 2007 a meeting will take place from 9:30-1:30am regarding the self-study highlights and standards.

*Accreditation Site
Visit*

Cuyamaca College Planning Agendas were also distributed to the members and review of each of the areas ensued.

Meeting adjourned at 3:50pm.

Adjournment



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MEETING NOTES

October 2, 2007

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, October 2, 2007 at 2:00 p.m. in the President's Conference Room.

Members Present: Geraldine Perri, Jan Ford, Almira Henson, Lyn Neylon, Arleen Satele and Mike Wangler

Members Absent: Cheryl Houston and Sharron Hamlett

Dr. Perri opened the meeting. *Addition to the Agenda:* District FTES Comparison Report, September 24, 2007.

Addition to Agenda

2007-08 District Adoption Budget Booklet – Vice President Satele reviewed the booklet with the Committee, answering questions and prompting discussion. In 1989, the Cuyamaca College students began assessing themselves a building fee of \$1.00 for the purpose of financing, constructing, enlarging, refurbishing and operating a student center. The fund will be maintained as permitted by Education Code §76375.

Adoption Budget Booklet for 2007-08

District FTES Comparison Report - Vice President Satele distributed the handouts of the District FTES Comparison Report and reviewed it in detail with the Committee members. The college is projecting to meet its enrollment goal of 5537 FTES, by being up in Fall 2007 by 8.3% and projecting to be up in the Spring 2008 by 7.7%. Kudos to all who worked hard to make this happen! Dr. Perri reminded the Committee members to mark their calendars for the Grand Opening of the new Student Center on October 11, 2007, and to invite others to attend.

District FTES Comparison Report - Cuyamaca met its enrollment goals!

Meeting adjourned at 2:45pm.

Adjournment