



BUDGET COMMITTEE
MEETING NOTES

February 5, 2008

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, February 5, 2008 at 2:00 p.m. in the President’s Conference Room.

Members Present: Geraldine Perri, Sharron Hamlett, Alicia Munoz (for Lyn Neylon) Arleen Satele and Mike Wangler

Members Absent: Cheryl Houston, Lyn Neylon, Jan Ford and Jerry Rouleau

1. **State Budget Update** – Dr. Perri and Vice President Satele jointly presented to the Committee the State Update for FY07-08. Revenues are far below projections in the budget, and they anticipate a \$6.7 billion year-end deficit. The decrease is partially due to reduction in real estate in California. Our District’s share of the \$40 million cut is approximately \$650,000. The impact on Cuyamaca, if it is allocated per FTES across the system, would result in a mid-year cut of \$195,000.

State Budget Update FY 07/08 and 08/09

State Update for FY 08-09 - Dr. Perri informed the Committee members that the Governor’s proposed budget for next year would include a \$10.6 billion cut to most State General Fund programs. The community college system may experience a \$484 million reduction; 1% growth and delayed apportionment. The impact on our District would be possible severe categorical cuts; possible overall reduction; and no COLA.

It is anticipated that the state legislature will submit a counter-proposal to the Governor’s proposal. Dr. Perri may call a special meeting of Budget Committee to put together scenarios for budget cuts.

Matriculation Match

2. **Matriculation Match:** At the last Budget Committee meeting Lyn Neylon expressed concern about the Matriculation Match. Vice President Satele prepared handouts explaining the instructions for completion of the Matriculation Expenditure Report. The instructions explained that “Each dollar of state matriculation funding must be matched with three dollars from other district resources devoted to the matriculation program. The match cannot be made with funds that were allocated to other categorical programs, i.e., EOPS, DSPS.”

Lyn’s other question concerned how much the cost was for Instruction. The cost was \$123,307.

FTES Update

3. **FTES Update** – Vice President Satele reviewed the FTES Comparison

Budget Reduction

Report of January 17, 2008 with the Committee members.

Strategies

4. **Budget Reduction Strategies** – In preparation for State budget cuts Cuyamaca College will determine our criteria. In 2002, we prepared strategies for 3%, 5% and 10% budget reductions. Copies of those materials were distributed to the Committee members as a template for the decisions we will make this year and next.

The following criteria were discussed:

- (1) Ensure student access to classes
- (2) Preserve existing faculty & staff contract positions
- (3) Meet enrollment goal

Possible Strategies for 2007-08:

- Consider a spending slowdown
- Review all vacancies
- Review adjunct spending trends
- Review Utilities and Benefits projection for 08-09
- Possible offset of costs by Foundation
- Each division give up an unfilled position

Dr. Perri invited the Committee members to consider other strategies which were not voiced at this meeting and email the members with ideas.

Adjourned: 3:45pm

Adjournment



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March 4, 2008

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, March 4, 2008 at 2:00 p.m. in the President’s Conference Room.

Members Present: Dr. Geraldine Perri, Sharron Hamlett, Lyn Neylon, Arleen Satele and Mike Wangler

Members Absent: Jan Ford, Cheryl Houston, Jerry Rouleau,

1. **FTES Update** - Dr. Perri informed the Committee members that, due to the counties of Sonoma and Orange having their taxes assessed improperly, there may be a statewide \$76 million shortfall. As the state determines how that situation will be remedied, the College will prepare itself for more cutbacks. Much discussion ensued.

FTES Update

The FTES Task Force met last Thursday, February 28, 2008. They produced the handout entitled “2008-09 Goal FTES Options,” which was then reviewed by the Committee members. This document will be presented to the District next Monday, March 10, 2008. Vice President Satele gave kudos to the members of the Task Force for their hard work. The Task Force includes members Shari Ball, Cristina Chiriboga, Jan Ford, Dr. Perri, Mike Wangler and Vice President Satele.

FY 08/09 Budget Reduction Scenarios: 5% and 10%

2. **FY 08/09 Budget Reduction Scenarios: 5% and 10%** – Vice President Satele distributed two spreadsheets: 5% Reduction Targets by Division and 10% Reduction Targets by Division. Of utmost importance at this time is communication. If any employees do not understand the budget scenarios, please send them to Vice President Satele who will meet with them and answer their questions.

FY 08/09 Budget Reduction Scenarios

There are actually four scenarios:

- Scenario 1:* FY 07/08 - \$199,000 reduction
- Scenario 2:* FY 08/09 - 3% reduction (\$809,000)
- Scenario 3:* FY 08/09 - 5% reduction (\$1.4 million)
- Scenario 4:* FY 08/09 - 10% reduction (\$2.6 million)

FY 08/09 Budget Update

3. **FY 08/09 Budget Update** - Vice President Satele discussed the Budget Worksheets distributed to each department. Each department will prepare three budgets: (1) a “status quo” operating budget; (2) 3% budget cut, and (3) 5% budget cut. These are due back to the District on March 30.

Next meeting: Since the next scheduled meeting is during Spring Break, we will inform the group by electronic mail when the actual date will be.

Adjournment

Meeting adjourned at 2:50 p.m.



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BUDGET COMMITTEE
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April 1, 2008

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, April 1, 2008 at 2:00 p.m. in the President's Conference Room.

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

- 1. FY 08/09 Budget update** – Vice President Satele informed the Committee that each department has turned in their proposed operating budget worksheets. Each department submitted three budgets: (1) a “status quo” operating budget; (2) a 3% budget reduction, and (3) a 5% budget reduction. Once the College receives the tentative budget income allocation, the budget worksheets will be adjusted accordingly.
- 2. State Budget update** – Dr. Perri informed the Committee members that the Legislative Analyst's Office released the FY 08-09 State Budget analysis. The proposed budget analysis is still early in the process and will probably change during the May revise.
- 3. FY 08/09 Dedicated Income** - Vice President Satele distributed handouts regarding the FY 2008-09 Proposed Dedicated Income Analysis. The proposal was a status quo budget for FY 08/09 since the current year figures were being met. The Committee members agreed to propose the dedicated income for FY 08/09 to be \$375,000.

*FY 08/09 Budget
update*

*State Budget
Update*

*FY 08/09 Dedicated
Income Proposal*

Next meeting: Will be held on April 15, 2008, 2:00 p.m. in the PCR.

Meeting adjourned at 2:50 p.m.

Adjournment



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April 15, 2008

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, April 15, 2008 at 2:00 p.m. in the President's Conference Room.

Members Present: Dr. Geraldine Perri, Jan Ford, Mike Wangler, Sharron Hamlett, Lyn Neylon, Arleen Satele

Members Absent: Cheryl Houston

1. **FY 08/09 Budget Update** – Vice President Satele shared with the Committee members the 2008-09 Tentative Budget Calendar Highlights. She noted that we will not know the state budget until the May Revise comes out.

*FY 08/09 Budget
update*

The income allocation will also show us the holding accounts so that we can roll the salaries and benefits over. The College has done an analysis on projected utilities costs for 12 months. It is estimated at an additional \$800,000, and will be our biggest cost next year. Lyn Neylon inquired if the Governing Board is considering use of the Board Reserve. Ms. Satele reminded the Committee members that in order to be a fiscally responsible college, WASC requires the College to have at least a 5% reserve.

Dr. Perri reported from SDICCCA yesterday that most of the colleges gave their updates and said they are in a "freeze" mode. Cuyamaca College will continue all search committees until the May Revise, as these positions are critical for us.

Meeting adjourned at 2:30 p.m.

Adjournment