



JOINT MEETING:
Financial and Budget Planning Advisory Council (FABPAC)
and Shared Governance Council (SGC)
July 28, 2010 – 2:00 pm
Board Room
Adopted Meeting Minutes

FABPAC Members Present:

Philip Andreini	Ed. Administrator
Richard Crapuchettes	Local 39
Tom Grube	SCFA
Mary Ann Haley	Academic Senate
Debbie Luttrell-Williams	FABPAC – CSEA
Ralph Meyer	Local 39
Lillian Nelson	ASSC for FABPAC
Arturo Reyes	EVP, Academic & Student Affairs
Sheryl Scott	CSEA
Roy Stutzman	Chair

SGC Members Present:

Kevin Anderson	Minority Coalition
Peter Bostic	Resource Person
Zandra Gilley	Administration
Tom Grube	SCFA
Jowel Laguerre	Superintendent/President
Lillian Nelson	Students
Karen Ulrich	Resource Person
Erin Vines	Administration

I. Approve July 28 Agenda:

- Motion (Kevin Anderson), second (Zandra Gilley), to approve the agenda, with the request to remove Item #6 – Job Description for Human Resources Analyst and remove under Item #7 – Board Policies: c) 1007-student trustee, d) 1009-election of student trustee, and f) 1017-duties and responsibilities of the student trustee. Motion passed unanimously.

II. Approve Joint Meeting Minutes from June 16:

- Minutes was not approved due to lack of a quorum on the FABPAC side.

III. Accreditation Special Report and Self-Study:

- Tom Grube shared that evidence gathering work is in progress for Recommendations 1 and 8. Tracy Schneider is seeking volunteers for Recommendations 2 and 3. A draft response for Recommendation 6 should be ready by the end of summer.
- EVP Arturo Reyes recognized and thanked Jeff Lamb and Tracy Schneider for their involvement and strong efforts. He said we are seeking volunteers for all the working groups.
- An ACCJC update will be presented at flex-cal next month.

IV. 2010-11 District Budgets:

- Roy Stutzman presented the tentative 2010-11 budgets via a power point presentation that was previously shared with the Board at its June 22 meeting and a campus budget forum on June 21.
- He reported on the current budget assumptions, the estimated shortfall, an update to the People & Things List, and the latest budget talks in Sacramento.
- There was discussion on growth, FTES and related revenue. The District is in a position to achieve growth and it's hoped we can achieve it in spring—if it's funded. At the last CCFS-320 report, the District claimed 9,600 FTES.
- The \$1.1 million augmentation from the Vallejo Center is helping a great deal, and it's ongoing revenue.
- COLA is negative .38%, because it's assumed the cost to do business is less in this economic environment.
- There is "zero" assumption for growth. Apportionment is based on 8,965 FTES (from the 2009-10 workload adjustment act).
- Expenditure assumptions include:
 - Health & welfare increase: 850,000
 - Step & column increase: 351,932
 - Future retiree benefit cost: 225,000
 - New staffing costs at Centers: 700,000
 - Election costs: 250,000
 - All categorical carry-over anticipated for 2009-10 is budgeted to be spent in 2010-11
- All numbers are subject to get refined. The bottom line is based on what we knew in early June, with a \$1.2 million deficit.
- With a state budget stalemate and revenue deferrals to schools and local governments, Dr. Laguerre announced that a campus-wide memo and press release will soon be distributed giving information about the District's cash flow.
- The District has two back-up plans: 1) County Board of Supervisors Resolution, whereby the authority is given to advance us 80% of property tax revenues and 2) the Tax & Revenue Anticipation Notes Program (TRAN), a short-term loan program (many other districts are utilizing this program).
- Staff continues work on the People & Things List, to refine and narrow down the exact dollars. This list shows all cost reductions and areas of savings. If all the numbers are "good," the District could be looking at a \$500,000 deficit, which is about as good as it could get – assuming **no further cuts** from the state. Dr. Laguerre indicated that it's a different budget conversation if we incur more take-aways. We will always strive for a balanced budget.
- A member had a question about vacation payouts, if maximum accruals were adhered to by recently retired employees, and what is the final cost.
- Roy Stutzman recognized Terri Ryland and Ron Cox, two very capable individuals helping the District in the fiscal area with Banner, year-end close, audit preparation and budget development.
- Sheryl Scott recognized Laura Scott (no relation!) for purchasing assistance during a critical time in preparing for the fall semester.

V. Job Descriptions for Vice President of Finance & Administration and Director of Fiscal Services:

- Karen Ulrich presented the revised job descriptions. A revision was made to indicate that the VP position is “providing leadership to the Director of Fiscal Services” in several key functions and tasks, as opposed to actually performing the work. The position will supervise “construction,” and it includes the Measure G bond program (and any future bond program). It is anticipated to have the revised JD go to the Board so that recruitment may soon begin.
- Information Technology is intended to be under Finance & Administration, in accordance with the original reorganization plan.
- Concerns were expressed and discussion ensued relative to the required/preferred educational and work experience qualifications. Some members believed that more years of experience or an advanced degree does not mean ability and performance—a person could be effective without degrees or specified years of experience. Others expressed that these positions are significant and touches the entire campus, and the District should require the evidence that an individual has the necessary credentials for the job. And still others indicated that the District has a multi-level “vetting” process and we have to cast “as wide a net as possible” to hopefully hire the most qualified person for the job.
- We have to be mindful that we need to find someone by December and the salary level is low for a single-campus district in California. It’s a fine line, as well, between the requirements of the job and compensation. We’re striving for a good pool of applicants, given the limitations of the salary.
- A CPA has a bachelor’s degree but also has the necessary technical ability to do the accounting job. On the other hand, having a master’s degree gives credibility to the position, too.
- There were many suggested revisions dealing with grammar and minor word-smithing. A request was made to include FABPAC in budget development under the representative duties in the VP job description. The final drafts of the job descriptions will get sent out by HR.

VI. Job Description for Human Resources Analyst:

- It was requested to remove this item from the agenda—it was not ready for distribution and discussion.

VII. Board Policies and Procedures:

- Motion (Kevin Anderson), second (Zandra Gilley) to approve Board policies and procedures for 1000-Governing Board, 1005-Legal Basis and Authority, 1015-Officers and Duties of Officers, and 1026-Annual Organizational Meeting. Motion carried unanimously.
- The following were pulled from the agenda and tabled to the next meeting: 1007-Student Trustee, 1009-Election of Student Trustee, 1017-Duties & Responsibilities of the Student Trustee.

VIII. Adjournment:

- Meeting was adjourned at 4:11 pm.

