



FABPAC Members Present:

Philip Andreini	Ed. Administrator
Rich Augustus	Local 39
Peter Bostic	Ex. Director, Inst. Advancement
Corey Elliott	ASSC
Kurt Galloway	ASSC, alt
Tom Grube	SCFA
Mary Ann Haley	Academic Senate
Les Hubbard	SCFA
Betsy Julian	Ed. Administrator
Jowel Laguerre	Supt/President
Debbie Luttrell-Williams	CSEA
Deborah Mann	Classified Manager
Louis McDermott	Academic Senate
Mary Lexi Parmer	ASSC
Arturo Reyes	EVP, Academic & Student Affairs
Sheryl Scott	CSEA
Roy Stutzman	Chair
Thomas Watkins	Academic Senate

Absent:

Richard Crapuchettes	Local 39
Chris Guptill	Classified Manager
Kheck Sengmany	Minority Coalition

I. Approve September 15 Agenda:

- Motion (Louis McDermott), second (Arturo Reyes) to approve the agenda, with the following amendment: Roy Stutzman indicated the members will discuss “accreditation self-study,” not the special report. Motion passed unanimously.

II. Approve September 1 Meeting Minutes:

- Motion (Corey Elliott), second (Sheryl Scott) to approve meeting minutes. Motion passed unanimously.

III. 2010-11 District Budgets:

- Roy Stutzman announced the District’s 2010-11 Budgets are on the Board agenda tonight for adoption. There were only a few minor technical revisions—no substantive changes from the September 1 meeting.
- The budgets will be rolled into Banner beginning next week, and business office staff will meet with those budget managers that need to move around allocated dollars in expenditure accounts. This pertains primarily to the 4000-5000-6000 accounts.

- The Chancellor's Office announced on Monday that \$5 million in ARRA funds will be distributed and the District's portion is \$24,902. In-depth conversation has not occurred yet on what mechanism will be used to allocate this money. Because last year's ARRA allocation was used to backfill categorical program cuts, it's likely destined for categorical budgets. Any 2009-10 categorical carryover will roll into 2010-11. Last year's \$35 million ARRA allocation (\$173,000 for Solano) was based on each district's categorical funding reduction, and the same approach was used for this new \$5 million allotment. These ARRA dollars are one-time only.
- The state continues without an adopted budget. Dr. Laguerre and Roy participated in a Community College League conference call this morning on the budget. There's still no significant movement. The way things are going, it's not likely a budget will be passed until after the November election, or perhaps even beyond into next year. We can easily be halfway into the fiscal year with no adopted state spending plan and no distribution of apportionment.
- Roy explained the cash flow problem due to state apportionment deferrals. The District can be fiscally solvent through October. We have \$5 million in the TRAN Program. Tonight's Board agenda has two Board resolutions to help address cash flow. One resolution will authorize temporary transfers between special or restricted funds, and the other will invoke Article 16 of the California Constitution and authorize the County Treasurer to advance the District up to 85% of its total revenue allocations (about \$27 million). The District is planning and preparing for no revenue allocations until at least February, 2011. Cash preservation is vital, and we are postponing all non-essential purchasing.

IV. Accreditation Self-Study:

- Les Hubbard, Self-Study Standard III-D Chair, reported on its activities and provided an update. He shared a handout—the integrated evaluation, planning and budget development process flow chart. Roy said it's a problem if this committee cannot see the connection between planning and resource allocation—it's a big component of the process. Les also shared the Standard III-D work group status report spreadsheet, showing the standard's questions, plus who/what/when evidence is needed. The work group is looking for evidence of the "**process.**" For example, if an individual has a budget – **how** did the budget originate – what **process** was involved to finally allocate dollars for a program.
- Les commented that members should be informing their respective constituent groups on FABPAC's discussions and the budget situation. He has heard that many people in the campus community are unaware of the college's budget and finance status, cash flow issues, etc. The budget forums helped, but this body should communicate out. When ACCJC asks any employee a question about Standard III-D, the person should be able to answer the question, at the very least in general terms.
- Les announced the self-study committee meets every Wednesday at 1:00 pm in Room 902, for the remainder of semester. He asked for assistance, especially with how each member can answer the questions on his spreadsheet—how your operation fits into the overall college mission—how you activate and implement your operation?
- For both the Special Report and Self-Study, the ACCJC will look at our financial audit reports. Roy advised that an audit report goes beyond fiscal services operations and accounting. An audit also deals with compliance issues with certain

programs and grants, relative to the mandates of the Chancellor's Office and other state and federal agencies, i.e., attendance reporting is more than a fiscal operation. The audit looks at the institution as a whole – it's broader than just the business office.

- Les asked members to look at the worksheets and see where we can get the evidence for the questions asked. This will be revisited at the next meeting.

V. Draft 2011-12 Budget Development Calendar:

- A draft of next year's calendar was shared with the committee, and Roy advised that in difficult fiscal environments, the farther out we can plan and project, the better for budget planning and development. It's difficult to react and respond on short notice.
- Because personnel salary and benefits comprise over 80% of the District's general fund budget, the hiring process should somehow be incorporated—some steps could be included. We will explore this further once we know the hiring process and cycle for faculty and classified staff.
- A question was raised about how a budget for a previously approved strategic proposal could be augmented. An example given and discussed was the Umoja Program. Various thoughts were expressed: comes under the auspices of program review, under the administrative purview of the division, FABPAC should be involved, etc. It's definitely an issue for the planning process.

VI. Items for the Next Agenda:

- Review of ACCJC Standard III-D worksheets and evidence gathering.
- Program augmentations for previously-approved strategic proposals.

VII. Adjournment:

- Meeting was adjourned at 3:26 pm.

Minutes taken by Judy Anderson