College of San Mateo

Budget Planning Committee

Meeting Summary Notes of November 19, 2012

SoTL Center, Building 12-170

**Members Present**: Kathy Chaika, Mike Claire, Laura Demsetz, Susan Estes, Arlene Fajardo, Jennifer Hughes, Maggie Ko, Henry Villareal

**Student Representative**: Kat Alvarado **Guest:** Sandra Stefani Comerford

**Action on Agenda**

Agenda was adopted as presented.

**Approval of the October 15 Meeting Summary Notes**

Summary Notes of the October 15 meeting were approved as presented.

**Review of 2011-12 Actuals to Budget**

Mike presented an overview of the 11-12 fiscal year actuals vs budget. The year’s total expenditures were only slightly higher than the actual budget; approximately 40k in the red

or -0.16%. This is remarkable given the total college budget of over 28M. The year-end budget would have been in the black but the district reclaimed an overage of allocated funds targeted for benefit costs. Mike also explained the importance of reviewing and comparing actuals to budget to ensure that expenditures are in line with budgeted amounts. Any significant variances should be assessed and if necessary the budget modified to reflect the actual need. In 11-12, unit banking was significantly over budget at -$75,527, as was classified overtime at -$67,381, and independent contract expenses at $-159,471. The latter cost was largely due to interpreter costs which are a state-mandated service for students. The budget for independent contracts has been increased in 2012-13 to more closely reflect this anticipated need. The BPC will continue the exercise of reviewing actuals to budget at designated times during the year and carefully assess any significant variances.

**Review Final 2012-13 Phase IV Budget**

Mike provided a budget document outlining the final Fund 1 2012-13 budget and for comparison purposes also included the actuals from 2011-12 and 2010-11. This comparison provides the BPC an opportunity to view differences in allocations from the previous to the current budget year. The 2012-13 budget reflects an increase of approximately 874k over the prevous year. The biggest increases are for position control related costs including release time, non-instruction, and classified staff.

**Creating a 3-Year Financial Plan**

Mike will convene a task force to assist in the development of a three-year financial plan. The task force will be comprised of BPC members and IPC representatives. The financial plan may incorporate such factors as targeted load and FTES as well as project annual budget allocations from the district. The recent transition to Basic Aid will provide for a more stabilized funding source and allow for the development of a three-year financial plan.

**Passage of Proposition 30 and Impact on District Budget**

The passage of Proposition 30 will not directly impact the district or its three colleges given the recent transition to Basic Aid. However, community colleges throughout the state will benefit as additional state funds will be available to support them. In addition, according to Kathy Blackwood, approximately 50M additional dollars will be allocated to the state’s community college as this is the amount that would have been allocated to the SMCCCD.

**Process for New Permanent and Part-Time Classified Position Requests**

Jennifer explained that a new process for requesting new classified position requests is being developed as both BPC and IPC members have raised concerns about the lack for structure for this process. A proposed process is for IPC to review all new permanent full or part-time staff requests presented in the annual program reviews. IPC will prioritize the staff requests and pass on to the BPC to determine how many of the positions can be supported in the next fiscal year.

Occasionally there may be a need to circumvent the proposed process in order to expedite an identified staffing request. In these rare situations, Cabinet may approve a position request due to necessity and the need to expedite hiring process. IPC and BPC will be apprised of any such hiring approvals.

Jennifer also noted that as existing positions become vacant they can be filled if a manager substantiates the need for the position. Such requests are presented to Cabinet who approves such requests. Again, to ensure transparency, these decisions will be shared with IPC and BPC.

**Process for Requesting an Increase to the Operations Budget**

Henry presented an appeal from the instructional deans requesting an annual augmentation to each division’s operation supply budget. He explained that as supply costs escalate there is no annual incremental budget increase to offset the rising costs. After some discussion, it was determined that each division should be able to submit a request for a supply budget augmentation. Susan noted that she may have a form that was previously used at CSM for such a purpose. If located, Susan will bring the form to a future BPC for review. BPC will have further discussion at its next meeting and begin to develop a process for supply budget augmentation requests.

**Next Meeting**: February 2013