



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT BUDGET ALLOCATION AND PLANNING REVIEW COMMITTEE – WORKGROUP



Meeting Notes – February 1, 2012

Members Present: Adam O’Connor, Jose Vargas, Linda Rose, Steve Kawa, Nga Pham, Jeff McMillan, Morrie Barenbaum, Gina Huegli and Thao Nguyen

Guests Present: Steve Eastmond, Ray Hicks, James Kennedy and Aracely Mora

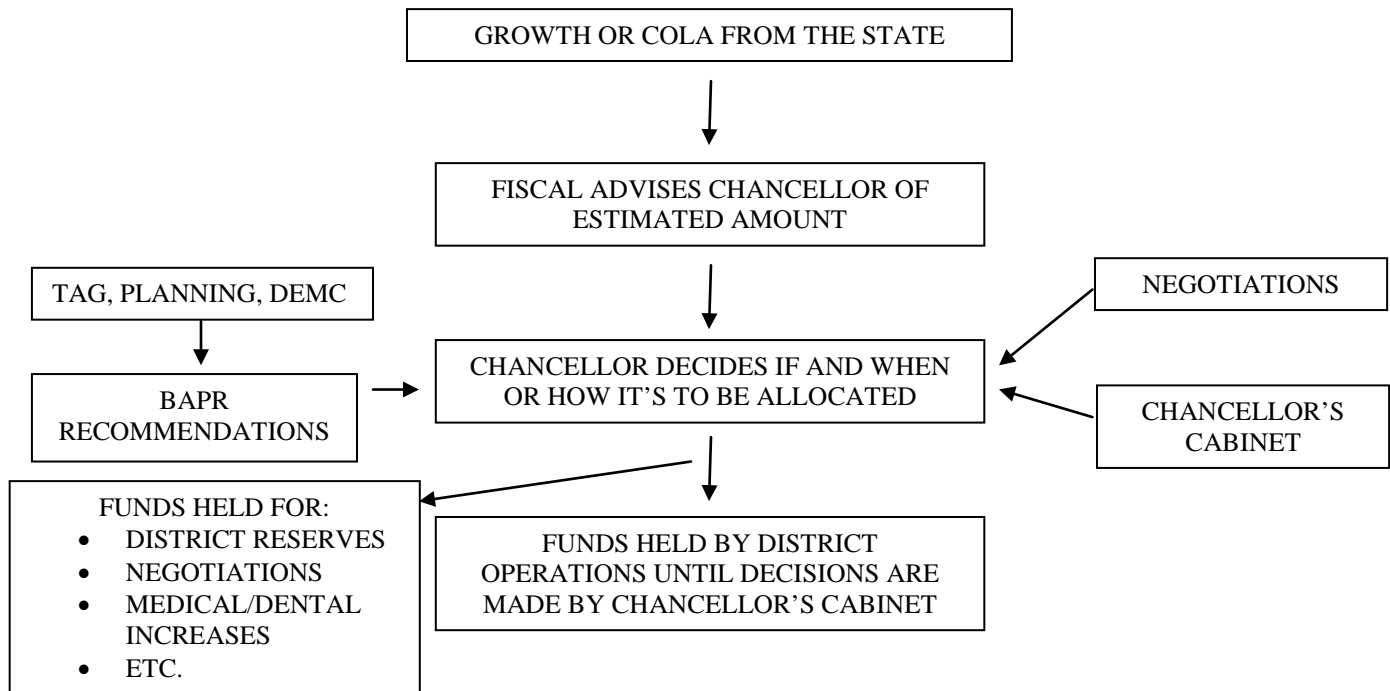
Members Absent: Peter Hardash, Paul Foster and John Didion

Mr. O’Connor opened the meeting at 2:33 pm.

Topics Discussed:

Budget Allocation Model

The BAPR Workgroup discussed a draft flowchart to describe the process for distributions of funds under the model:



- Any reserves held at the colleges will still remain part of the district-wide reserves as reported on the CCFS-311.
- Colleges become more responsible for planning and budgeting.
- BAPR Workgroup could review the budget and actual expenses of the college but it depends on the BAPR Committee delegation.
- College budget committee should review budget and expenses at least quarterly to make sure the colleges are spending their budgets accordingly and that they are aligned with the planning component.
- Ending Balances/Carryovers could follow the diagram above and planning needs to tie back to the use of carryover funds.

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- If there are carryovers, colleges need to have a list of needs and plan expenditures accordingly and also to set aside reserves for emergencies, vacation payoff, etc. There must be thoughtful plans for short-term as well as long-term needs.
- There are questions regarding if one college has an excessive ending balance and the other does not? With the new budget allocation model there will be transparency. With a planned quarterly review, we would be able to look to see if the college is not planning appropriately or getting money it does not need.
- There were questions regarding Banked LHE, Banked Leave and Sabbaticals on how they are charged, paid and the backfill cost? Per Mr. Hardash, the district will maintain the banked leave accrual funds up to this point. Once we go to the new model it is the responsibility of the college. Mr. O'Connor will discuss implications with Mr. Hardash.
- Regarding the 50% law, colleges have to be over 50% in order to get over 50% as a district. We will need to have a quarterly review of the 50% law to make sure that we are above the 50%.
- Once the BAPR Committee approves the new budget allocation model to be used for the new fiscal year 2011-12 budget development, an implementation committee needs to be set up to write the detailed implementation guidelines/plan and it also needs an assessment component written in the implementation plan.
- Fiscal will have the 2012-13 Tentative Budget assumptions ready for the BAPR Committee meeting on 2/22/12.

Other

- There were questions regarding the BAPR Workgroup membership. Is there a separate Planning workgroup and a Budget workgroup? We will need clarification from the BAPR Committee.

The meeting was adjourned at 3:42 pm.

Upcoming BAPRC Meeting: February 22, 2012, District Office Board Room, 1:30 – 3:00 p.m.

Upcoming Work Group Meeting: March 7, 2012, SAC Foundation Board Room, 2:30 – 4:00 p.m.