



Budget Committee Meeting Summary

April 9, 2019

50 Frida Kahlo Way

R518

San Francisco, CA 94112

NOTES

Members Present:

Administrators/Faculty/Staff: Luther Aaberge (Chair), Kristin Charles, Edward Simon Hanson, Monika Liu, Michael Needham, Robert Frost, Brian Tom, Donna Reed, Fred Teti, Lisa Romano, Mary Bravewoman, Carol Meagher, Maria Salazar- Colon.

Guest(s): Abdul Nasser, Karima Fonseca, KenZee Brian J. Selassie-Okpe, Michelle Marquez, Tom Boegel, Theresa Rowland, Dianna Gonzales

Meeting Called to Order at 1:10PM

No.	Item	Discussion/Outcome	Follow Up/ Individual Responsible
1	Reports from Constituency Groups	<ul style="list-style-type: none"> • VCFA Aaberge followed up with the committee and asked them if they had any feedback from their constituent groups. • Lisa Romano mentioned that Fred Teti wanted to share with the committee that the faculty would like to make public in the Board agendas the salaries at which administrators (and possibly all employees) start when hired (not just a range) and increasing the speed with which categorical budgets are loaded. • Simon Hanson, Committee member expressed his concerns about affected budgets and roll overs. VCFA Aaberge explained the process with loading the budget in Banner and explained that the loading of the budget will happen July 1st. 	Luther Aaberge, Vice Chancellor of Finance & Administration

		<ul style="list-style-type: none"> • Senior VC Gonzales was happy that people are looking at their budgets, and explained that the budgets will be loaded accordingly. • Maria Salazar-Colon expressed her concerns about faculty members misleading classified staff about taking SERP and then coming back to the District under a contract. She felt that it leads the staff member to false hope and she would like that conversation to stop. • Conversations occurred about concerns about administration contracts and how they don't want any interruption in service. Another concerns were loading the budget. • Simon Hanson, Committee member asked if a document could be produce that would illustrate the roll overs. • Senior VC Gonzales stated that the Finance Department could provide a spreadsheet which would illustrate 85% of the roll over funding. She continued to explain the budget process and the plan of loading the budget. • Simon Hanson, Committee member hopes that the spreadsheet would be loaded by department. • Senior VC Gonzales explained that Finance would look into it and create a document to reflect concerns. • Carole Meagher, Committee Member expressed her concerns about work load at the Budget office and hopes that there would be a plan to distribute the workload to make a smoother process. • Senior VC Gonzales explained that once the budget has been uploaded there will be training to provide the assistance when they disseminate the workload. 	
2	<p>Budget Assumptions</p> <ul style="list-style-type: none"> ○ Update on Revisions ○ Review of Budget 	<ul style="list-style-type: none"> • Senior VC Gonzales provided an update explaining the revised 18-19 Budget Projections (U fund and Parcel). She explained the SERP savings and how classified met the number and how the Faculty and the Administrators did not. She continued by illustrating the following example: <ul style="list-style-type: none"> ○ \$7.7 M SERP savings (Keenan) ○ SERP – Natural Attrition = Savings - Cost of Benefits ○ IE: 50 Actual total participate ○ 10 Nat'l Attrition rate = 40 balance <p>Senior V C Gonzales explained that from the previous projection the deficit has decreased and the preliminary total is currently \$5M. She hopes</p>	<p>Luther Aaberge, Vice Chancellor of Finance & Administration</p> <p>Dianna Gonzales, Senior Vice Chancellor of Human Resources</p>

		<p>that the District could lower their expenditures further for more savings. She explained the difference with the projected budget and estimating cost of the schedule and stated that these differences have been different for a long time. She continued to explain that the policy decisions need to focus on students and student completion. She expressed the preliminary work that needs to be reviewed by the committee to get to the multiple components to this process.</p>	
3	<p>Estimated Cost Schedule</p> <ul style="list-style-type: none"> o Modeling 19-20 	<ul style="list-style-type: none"> • Senior VC Boegel, gave an overview of Modeling 19-20 certificated budget by account codes which provides an overview which models 19-20 U fund and Parcel Tax certificated budget. He explained by breaking down the budget by Account code, and reviewing cost assumption costs per annual FTE faculty salaries provided a summary by account codes. • Simon Hanson, Committee member asked if a bench mark needs to be implemented. He suggested that an org chart would help with organizing this model moving forward. • Senior VC Gonzales explained position control and FTES vs. FTEF compared to last year would become a benchmark. She provided a detailed explanation of the structure that created the foundation to move forward with the multi projections. • Committee members Carol Meagher and Simon Hanson expressed their enthusiasm about the first steps moving forward with building a budget to review. They hope the process will continue and build as a stepping stone moving forward. • Senior VC Boegel continued to walk through the modify numbers to see the allocation differences and provided a demo to understand the numbers which were in the modeling document. • Senior VC Gonzales explained that the District is looking at all avenues of resources to increase revenue. She stated that an analysis needs to be generated to review cost savings. Discussion also occurred about premium costs with positions and non-instructional costs. • Committee Member Kristin Charles used Curricunet as an example of faculty providing 	<p>Tom Boegel, Senior Vice Chancellor of Academic and Institutional Affairs</p> <p>Dianna Gonzales, Senior Vice Chancellor of Human Resources</p>

		<p>assistance until it was designated to a classified staff.</p> <ul style="list-style-type: none"> • Simon Hanson, Committee member expressed his concerns about budget review with estimated costs. He hopes that when the multi-year is generated it needs to start with Modeling 19/20 plan and move forward to grow into a sustainable model. • Senior VC Gonzales explained that the District is trying to migrate away from crisis management to best practices. She agreed that we do need to create a model to move forward to awareness by working with student development. 	
4	Plans for Discussion with Constituency	<ul style="list-style-type: none"> • Discussion occurred about bringing back the discussion back to the Constituencies. • Senior VC Gonzales stated that the handouts will be posted on the Budget website for the groups to bring the information back to their constituencies. She continued to list the following for the upcoming meeting: <ul style="list-style-type: none"> ○ Add historical expenditures for discussion. ○ Time line when budgets will be loaded. ○ Create a document to share with Deans, Chairs re: Process, when the budget would be loaded, commitment of PT procedures, hiring process and emergency hires. ○ Post SERP staffing – What needs to be done by staff or faculty? 	<p>Luther Aaberge, Vice Chancellor of Finance & Administration</p> <p>Dianna Gonzales, Senior Vice Chancellor of Human Resources</p>
5	Adjournment	<ul style="list-style-type: none"> • VCFA Aaberge adjourned the meeting at 3:15pm 	Luther Aaberge, Vice Chancellor of Finance & Administration

Upcoming Meetings:

April 16, 2019
May 14, 2019