



Budget Committee Meeting Summary
February 19, 2019
 50 Frida Kahlo Way
 MUB 140
 San Francisco, CA 94112

NOTES

Members Present:

Administrators/Faculty/Staff: Luther Aaberge (Chair), Kristin Charles, Edward Simon Hanson, Fred Teti, Donna Reed, Shawn Yee, Carole Meagher

Guest(s): Vahe Hovakimian, Abdul Nasser, Dianna Gonzales, Tom Boegel

Meeting Called to Order at 1:00PM

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. • Committee Member, Fred Teti mentioned it to faculty and no feedback was given. 	Luther Aaberge, Vice Chancellor of Finance & Administration
2.	Review Budget Dev. Calendar and Budget Committee Meeting Schedule <ul style="list-style-type: none"> ○ Tentative Dates: Add March 5th, May 14th Budget Committee (Dry Run of Board Study Session), Discuss May Revise ○ First Week of June Board Study Session 	<ul style="list-style-type: none"> • VCAA Boegel explained his concerns about the class schedule and he hopes that additional meetings could be included to the calendar. • VCHR Gonzales explained administrative staff believes that by including a couple of additional meetings would allow the budget 	Tom Boegel, Vice Chancellor of Academic Affairs Dianna Gonzales, Vice Chancellor of Human Resources

		committee time to review and understand the budget process.	
3	Identify and Prioritize Agenda/Action Items to meet Budget Dev Timeline	<ul style="list-style-type: none"> VCHR Gonzales worked with the committee to brainstorm discussions at the upcoming meetings while developing a schedule plan. Some of the ideas are as follows: Fall Schedule, Position Control, May Revise, Review ongoing budget, Student Lab Aide budgets, Actuals, Staffing, Revenue, Program Review (update). Follow up: Budget office will review/ communicate status of current year. Budgeted Lab Aide. Double check assumption no reduction. 	ALL
4.	<p>Reformat Budget Information (more user friendly)</p> <ul style="list-style-type: none"> 18-19 U-Fund Projections and 19-20 Budget Dev All Fund Summary with Admin Breakout 	<ul style="list-style-type: none"> VCAA Boegel used the 18/19 Budget Projections to explain the breakdown of all fund summary and explained that the following should be considered when reformatting the information. <ul style="list-style-type: none"> Breaking out items when 30-character version is inadequate. Spell out Acronyms Include major account codes When possible, breakout are tied to account codes 	<p>Tom Boegel, Vice Chancellor of Academic Affairs</p> <p>Dianna Gonzales, Vice Chancellor of Human Resources</p>
5.	<p>Report Out from 2/12 Meeting</p> <ul style="list-style-type: none"> \$5M Capital Outlay Planning 	<ul style="list-style-type: none"> VCHR Gonzales explained that Administrative staff has not had the opportunity to get in touch with Dr. Smith to be able to report back to the committee. It will be a follow up item to the March meeting. 	ALL
6.	<p>Interactive Budget Presentation</p> <ul style="list-style-type: none"> Understanding Budget Projections and use of one-time funds Historical Spending Comparison U-fund 	<ul style="list-style-type: none"> Dean of Finance, Vahe Hovakimian provided an explanation of the Consolidated Budget summary that the committee was reviewing. VCFA Aaberge explained that in normal circumstances the District 	ALL

		<p>would not be tapping into restricted funds to find allocations. Since the District is trying to balance the budget the committee will have to review all resources.</p> <ul style="list-style-type: none"> • Committee members suggested a few ideas to include to this document as follows: <ul style="list-style-type: none"> - Committee member, Simon Hanson suggested to have a color coded document to have a better understanding. - Committee member, Kristin Charles suggested to have foot notes to explain further detail. • AVC Nasser states that the document they are reviewing is a public document and they may want to consider an internal document with the modifications that are given to provide the budget guidance to their constituency groups. • VCHR Gonzales explained that the finance group will take the edits which were suggested and match the information together to reflect modifications for the next review. She continued to review the summary and mentioned that overspent projection of academic salaries, Classified and Faculty is due to vacancy rate of 7%. • Committee member, Carol Meagher suggested that she would like to do a data dump and create pivot information with the data and bring it back to the committee for review. 	
	<p style="text-align: center;">Next Meeting Agenda</p>	<ul style="list-style-type: none"> • VCHR Gonzales summarized that the finance group will look at the trends and make the necessary modifications that were discussed as follows: Simplify, color code, foot note, mirror both reports (Consolidated Budget Summary-all 	<p>Luther Aaberge, Vice Chancellor of Finance & Administration</p>

		funds & 18-19 Budget projections) for March 5, 2019 meeting. She also wanted them to add a line on FTES.	
	Plans for Discussion with Constituency	<ul style="list-style-type: none"> • Discussion occurred about when members would go back to their constituency groups to explain the budget. • VCAA Boegel stated that he would like to provide the information at the next admin. meeting for discussion. • Committee Member Simon Hanson would present it at the next senate meeting. • Committee Member Fred Teti would present it at the next Executive Council. • Committee Member Shawn Yee would present it at the next Classified Senate meeting. 	ALL
	Adjournment	<ul style="list-style-type: none"> • VCFA Aaberge adjourned the meeting at 3:00 pm 	Luther Aaberge, Vice Chancellor of Finance & Administration

Upcoming Meetings:

March 12, 2019
 March 19, 2019
 April 2, 2019
 April 9, 2019
 April 16, 2019
 May 14, 2019