



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



Meeting Notes – June 2, 2010

Members Present: Peter Hardash, Jose Vargas, Steve Kawa, Nga Pham, Paul Foster, Jeff McMillan, Thao Nguyen and Gina Huegli

Guests Present: Jared Kubicka-Miller and John Zarske

Member Absent: Ed Ripley and Noemi Kanouse

Mr. Hardash opened the meeting at 2:30 pm.

Topics Discussed:

RSCCD Budget Allocation Model

Continue with Fixed Costs discussion.

- Mr. Hardash discusses model from other Colleges and will share some samples in the next meeting.
- Mr. Hardash suggests that ground rules need to be defined if we want to be able to carryover funding savings from the Colleges. The Colleges also need to talk about expansions and contractions, the upside and downside of being able to carryover ending fund balances.
- Mr. Hardash went through the object listing to designate “D” for discretionary or “F” for fixed.
 - 11xx and 12xx are fixed (full-time certificated employees)
 - 13xx and 14xx are discretionary (other colleges part-time faculty are consider fixed)
 - 21xx, 22xx, 2310, 2330 and 2410 are fixed (full-time classified, trustees and ongoing part-time)
 - 3xxx are fixed (benefits)
 - 4xxx are discretionary (instructional supplies are fixed cost at other colleges)
 - 5xxx are a mixture of both, the ones that are questionable are:
 - 5410-All Risk/Athletic Insurance (F or D)
 - 5430-Prop, Liab, Boiler & Machine (F or D)
 - 5440-Property & Liability Self-Ins (F or D)
 - 5450-Excess Worker Comp Insurance (F or D)
 - 5460-Self Insurance Claims (F or D)
 - 5470-Workers Compensation Insurance (F or D)
 - 5505-Communications Maintenance (F or D)
 - 5510-Contracted Custodial Services (F or D)
 - 5525-Hazardous Materials Removal (F or D)
 - 5535-Laundry & Dry Cleaning Service (F or D)
 - 5540-Mobile Phones (F or D)
 - 5545-Other Housekeeping Services (F or D)
 - 5550-Security Systems & Services (F or D)
 - 5555-Telecommunication Circuits (F or D)
 - 5560-Telephone & Pager Services (F or D)
 - 5565-Trash Disposal (F or D)
 - 5810-Bank/Credit Card Use Fees (F or D)
 - 6xxx are discretionary
 - 7200, 7300, 79xx are fixed, all other 7xxx are discretionary

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General Model Guideline/BAM Amendment

- Mr. Kubicka-Miller presented General Model Guidelines that suggests when to generate certain tasks and certain reports. Also listed were some advantages and further problems in linking planning with budgeting.

General Model Guidelines

1. The Budget Allocation and Planning Review Committee (BAPR) will integrate institutional planning with the budget process and formally review the Budget Allocation Model on an annual basis using the deadlines outlined in 1.a.
 - a. By May BAPR should identify budgetary issues and questions. By September BAPR should collect data and research on the issues and/or questions identified in May, determine the origin of the issues and/or questions, and identify any possible connection with the BAM. By November BAPR should recommend solutions, if there are any, to the issues and/or questions identified in May. By January BAPR should evaluate the proposed changes to the BAM through data-driven analysis. By March BAPR should hold a final vote on the recommendations.
 - b. The Chancellor may authorize adjustments as necessary.

Advantages

1. **Clarity of goals:** Groups tend to function better when there is a clear goal. The proposed review schedule is simply a series of goals. Members of the group will be better able to prepare information to share at BAPR meetings.
2. **Action items:** Accreditation has emphasized the importance of action items on BAPR minutes. The proposed review schedule automatically adds an action item to each agenda throughout the year.
3. **Better information:** One of the stages of the review schedule is “Evaluation of Proposed Solutions.” This is built in time for BAPR to construct ‘test’ models and see how they function prior to implementation. Therefore, we are able to make decisions on actual data.

Further problems

1. **The “Ticking Time Bomb” scenario:** What if BAPR discovers a problem that needs immediate resolution, but has already moved out the ‘Problem Identification’ state? Does such a scenario exist? If so, what would be the procedure for dealing with it?
2. **Date Details:** The review schedule currently ends in March, which enables BAPR to immediately submit proposed changes. Do the rest of the dates line up well? Are June and July the best months to engage in fact finding? Do we really need two meetings to identify problems, or just one?

- Mr. Hardash suggests the representatives of the colleges go back and share with their colleges’ committees the General Model Guidelines presented by Mr. Kubicka-Miller. Any recommendations should be coming from the campus budget and planning committee.

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Budget Update/State Budget Update

Mr. Hardash shared the budget update on June 1, 2010 from Erik Skinner which discusses the legislative analyst response to the Governor's May Revision.

BAPR Workgroup meeting notes – May 12, 2010

Dr. McMillan noted that the notes need to be revised to list the 7 problems with the current Budget Allocation Model that came from the SAC College Council.

The meeting was adjourned at 4:00 p.m.

Upcoming BAPRC Meeting: Executive Conference Room, DO #114, June 9, 2010, 1:30 – 3:30 p.m.

Upcoming Work Group Meeting: Executive Conference Room, DO #114, July 14, 2010, 2:30 – 4:00 p.m.