



Financial and Budget Planning Advisory Council (FABPAC)
May 4, 2011 – 2:00 pm
Board Room
Adopted Meeting Minutes

FABPAC Members Present:

Philip Andreini	Ed. Administrator
Rich Augustus	Local 39
Peter Bostic	Exec. Director, Institutional Advancement
Richard Crapuchettes	Local 39
Sabrina Drake	CSEA, Alternate
Susan Foft	Director, Fiscal Services
John Glidden	ASSC
Les Hubbard	SCFA
Betsy Julian	Ed. Administrator
Yulian Ligioso	Chair
Debbie Luttrell-Williams	CSEA, Alternate
Deborah Mann	Classified Manager
Louis McDermott	Academic Senate
Arturo Reyes	EVP, Academic & Student Affairs
Gene Thomas	SCFA, Alternate
Judy Yu	Visitor, Accounting Manager

Absent:

Kevin Anderson	Minority Coalition
Corey Elliott	ASSC
Chris Guptill	Classified Manager
Mary Ann Haley	Academic Senate
Jocelyn Mouton	Minority Coalition
Lillian Nelson	ASSC
Sheryl Scott	CSEA
Cynthia Simon	CSEA
Thomas Watkins	Academic Senate

I. Approve May 4 Agenda:

- Motion (Louis McDermott), second (Richard Crapuchettes) to approve agenda. Motion passed unanimously.

II. Approve April 6 & April 27 Meeting Minutes:

- Motion (Betsy Julian), second (Debbie Luttrell-Williams) to approve the April 6 meeting minutes. Motion (Betsy Julian), second (John Glidden) to approve the April 27 meeting minutes. Motion passed unanimously.

III. Accreditation Self-Study, Standard III-D:

- Les Hubbard reported he and VP Ligioso are having weekly meetings, will wrap-up the draft in another week and forward to Tracy Schneider.

IV. YTD Variance Report Through April 2011:

- VP Ligioso reviewed a year-to-date variance report through April 30. Right now, the college is trending below budgeted expenditures, attributable to the spending freeze and budget shifts; however, budgeted revenue amounts were optimistic and currently below budgeted amounts. Many major revenue accounts are down: enrollment fees, sales and commission, grants and gifts, contract ed., nonresident tuition, etc.
- Susan Foft reviewed a year-to-date report on major categoricals (EOPS, Matric, DSPS). EVP Reyes indicated the expectation is to be “at budget.”
- VP Ligioso shared the power point on the budget update he will share with the Board at tonight’s meeting. Some major assumptions will be made over the next few years, such as revenues remaining flat and negotiated savings are achieved. However, the District will dip into reserves to keep a balanced budget.
- Some reserve amounts to be designated, or set-aside, for specific purposes such as funds for strategic proposals and professional development.
- A continued concern is the use of apportionment deferrals, equates to \$1 billion system-wide and \$9 million for SCC, and its narrow margin for any financial “glitches” (considering our operational cash flow is about \$4 million a month).

V. Retiree Benefits Actuarial Study:

- The recently completed actuarial study was distributed. The report indicates the District’s current year set-aside is \$123,000 and the District budgeted \$200,000 – for a savings of \$77,000. This report is to be presented at tonight’s Board meeting.

VI. Reprographics:

- The District will lay off one Local 39 position in Graphics & Printing effective July 1, 2011, a press operator position. The District will streamline and decentralize some services by digitizing forms, reduce color printing, eliminate NCR printing, etc. This will help address sustainability and greening. VP Ligioso held a series of conversations with employee groups, committees and constituent groups and divisions to inform the campus community.

VII. Audit Compliance Checklist:

- A checklist was created to track progress of resolving 2009-10 audit report findings. All findings are either resolved or making substantial progress towards completely resolving. This document will be shared and reported to the Board at its May 18 meeting.

VIII. Items for Next or Future FABPAC Agenda:

- None submitted.

IX. Adjournment:

- Meeting was adjourned at 3:30 pm.

Minutes taken by Judy Anderson