

SOLANO COMMUNITY COLLEGE
Financial & Budget Planning Advisory Council (FABPAC)
December 3, 2008 – 2:00 pm
Board Room

Adopted Meeting Minutes

PRESENT:

Rich Christensen	Classified Managers
Richard Crapuchettes	Local 39
Tom Grube	CTA
Dorothy Hawkes	Academic Senate
Debbie Luttrell-Williams	CSEA
Don Mourton	Interim VP, Student Services
Mary Ellen Murphy	CSEA
Lillian Nelson	ASSC, alt
Barbara Pavao	Academic Senate
Dave Redfield	Ed. Administrators
Susan Rinne	Interim Director, Fiscal Services
Cynthia Simon	CSEA, Alt
Robin Steinback	VP, Academic Affairs
John Urrutia	Ed. Administrators
Lisa Waits	VP, Student Services
Thom Watkins	Academic Senate

ABSENT:

Sal Alcalá	Minority Coalition
Mazie Brewington	Chair
Jeff Lamb	Academic Senate
Michael Nelson	ASSC
Larry Nikkel	Local 39
Marge Trolinder	Classified Managers
Diane White	CTA

The meeting was chaired by Lisa Waits, Ed.D., Interim Supt/President.

I. Approve December 3 Agenda:

- Motion (Lillian Nelson), second (Cynthia Simon) to approve the agenda. Motion passed unanimously.

II. Approve Meeting Minutes from March 19, April 2, May 7, May 21, & September 3:

- Motion (Lillian Nelson), second (Cynthia Simon) to approve all meeting minutes. Abstained – 5. Motion passed.

III. Fiscal Standards-Self Study:

- Dr. Waits distributed a System Office Advisory Memo from 2005 whereby Districts can monitor and assess its own fiscal condition. The checklist was created by Tom Henry of EdMac, the internal auditor, who recently visited the District conducting an internal review of the District's fiscal processes and procedures.
- ISP Waits requests the Board, Executive Council, Division Deans, and FABPAC to go over the checklist, and try to make it a real exercise.
- Cynthia Simon asked if the auditors have visited to do its work. Susan Rinne replied not yet.
- ISP Waits added that the checklist contains standards that all faculty and staff should be aware of, and Tom Henry, by default, is looking at many parts of it.
- Barbara Pavao agreed that it's an informative tool; however, FABPAC would need access to a lot of information. The questions may be easy to answer, but it involves much.
- ISP Waits reported that the variance report will be distributed \$all, and Tom Henry's report is due in January. She sees the checklist as a long-term tool for the District.
- Cynthia said it's important, but there's other pressing issues and priorities the District needs to deal with.
- Lillian Nelson recalls that parts of the checklist have come to FABPAC in the past, and involves more than just fiscal services.
- ISP Waits added that Tom Henry's report will be presented at the January 21 meeting with a public presentation and everyone will be provided a copy. We will add the topic to the February 4 agenda.

IV. District Budget Update/Input from Community on Cost Savings:

- The Chair reported that good ideas were brought forth from the budget forum, and the more input we have, the better results we will achieve. Jeff Lehfeltdt from Facilities has an energy usage report that is worth reviewing.
- IVP Don Mourton commented that going to a year-round 4/10 schedule is being discussed at other districts.
- Cynthia stated that the District should not set a precedent on large vacation pay-outs. The Chair replied that the Board approved the prior President's pay-out.
- Barbara Pavao said that our number one priority is to maintain everyone's employment, and we really need to look at consultants and attorneys.
- Dorothy Hawkes added that we need to rethink mailing class schedules and printing catalogs. The idea was mentioned at the other budget forum also. ISP Waits noted that some federal programs require a document in the student's hands—this idea needs further research.
- The Chair noted that many different ideas were discussed such as voluntary retirements, voluntary pay reductions, hiring freeze, etc. The two positions that will get filled is the Director of Facilities and Curriculum Analyst. The District will officially begin limiting travel and supply purchases. The Executive Council meets on December 9 to strategize.
- Cynthia asked about the faculty/staff development funds: what happened to it. ISP Waits and Susan Rinne will look into it and report back on January 21.

V. Issues/Items for the Next Agenda:

- EdMAC Report by Tom Henry.
- Faculty/staff development funds.
- Process for cost savings.
- Report from the subcommittee on Equipment Repair & Replacement Process.

Meeting adjourned at 3:11 pm.

jka