



**Financial and Budget Planning Advisory Council (FaBPAC)**  
**Wednesday, April 18, 2012**  
**2:00 p.m., Board Room**

**Adopted Minutes**

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**Present:** Pat Killingsworth, Richard Crapuchettes, Charleneé Ott, Les Hubbard, Peter Cammish, Kheck Sengmany, Mary Ann Haley, Chris Guptill, Arturo Reyes, Peter Bostic, Betsy Julian, Sabrina Drake, Jeff Lehfeldt, Deborah Mann, Yulian Ligioso, Janet Leary

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Quorum was met at 2:16 p.m., and Vice President Ligioso called the meeting to order.

**I. April 18, 2012, Agenda: Approval**

Vice President Ligioso requested that the agenda be amended to add “*Budget Assumptions for 2012-13*” in between agenda items III and IV. Motion (Chris Guptill), second (Charleneé Ott) to approve the agenda as amended. The motion passed unanimously.

**II. April 4, 2012 Minutes: Approval**

Motion (Peter Bostic), second (Mary Ann Haley) to approve the minutes. The motion passed unanimously.

**III. Q3 Revenues and Expenditures: Update**

Interim Director of Fiscal Services Pat Killingsworth presented a projection of Unrestricted General Fund operating results compared to budget for the fiscal year ending June 30, 2012. A discussion ensued on the nature and risks of projected results.

Key assumptions in the projection are that apportionment, property tax, and enrollment fees net of BOGG waivers are generally final for the year at this point. A key assumption is that the shortfall in net enrollment fees due to a higher level of BOGG waivers that students qualified for in the current year will be recovered in apportionment as per the current apportionment policy, subject to the risk that state revenues will not allow the recovery of these funds. Other revenues are expected to follow the pattern of recent months.

Major expense assumptions were then discussed. Expense for contract instructors will be recorded by the end of May, with adjunct and overload wages continuing through June. Certified staff is assumed to remain at the same “run rate” (defined as the amounts in later periods as opposed to using year to date averages) from March through year end. This assumes that hiring for the rest of the fiscal year will be minimal.

Other expenses were assumed to be flat through the end of the fiscal year except where there were significant “commitments” recorded in the financial system. Legal expenses in particular are expected to be higher due to labor negotiations.

Mr. Killingsworth emphasized the importance of managers reviewing their open purchase orders to make sure all significant anticipated purchases have been requisitioned and that the existing open purchase orders are accurate.

In summary, our operating deficit is projected to be \$1,280,000 versus a budgeted deficit of \$1,476,000, as the net shortfall of revenue of \$650,000 will be more than offset by total projected savings of \$853,000 in wages and benefits.

#### **IV. Budget Assumptions for 2012-13**

Major revenue assumptions:

- Apportionment revenues down \$2,159,000
- FTES re-benched to 8,022 (8,501 – 479)
- Vacaville Center funding base remains at \$1.1 million
- Lottery funds down \$100k to \$963k
- Property taxes, even with 11/12; \$8.9 million
- Enrollment fees even with 11/12; \$3.125 million
- Barnes & Noble commissions \$350k

Discussions ensued about incorporating an apportionment deficit factor into next year’s budget, given the state’s history of shorting funding. VP Ligioso will bring to the next meeting revenue estimates that include the above-noted assumptions, including deficit factor scenarios.

Major expenditure assumptions:

- No summer offerings.
- Budget builds in 25 vacancies – 4 faculty, 9 CSEA, 5 Operating Engineers, 7 ALG.
- Based on nearing settlement with two of the bargaining units, we would likely see reductions in health/welfare costs.
- Portions of discretionary expenditures set aside for strategic proposals.

## V. Strategic Proposals / Funding

Vice President Ligioso identified several other funding sources that are available over and above the \$100K: \$150k from SB70, \$19k in old instructional equipment grants, and \$150k from Perkins funds.

- He and Deborah Mann provided the specifics and restrictions on the \$150k SB 70 grant allocations available for strategic proposals. These funds are set aside and can only be used for curriculum development; career awareness for middle school, high school, and sometimes college; career pathway development; and professional development for faculty. These four areas must further revolve around six categories: welding, water/wastewater, entrepreneurship, drafting, mechatronics, and health information technology.
- VP Ligioso noted that the college still has \$19K available from old instructional equipment grants. Discussion ensued around how such grants should/could be spent.

A motion (Rich Crapuchettes), seconded (Jeff Lehfeldt) to fund the ~\$15K microscopes proposal with the \$19K did not carry due to a lack of support.

After further discussion a second motion (Chris Guptill), seconded (Peter Bostic) to give \$19K from the old instructional equipment grants to the instructional divisions and allow them to employ their existing instructional equipment process to allocate out the funds passed unanimously.

Vice President Ligioso said he would ensure Executive Vice President Reyes received this information/the \$19K and asked that EVP Reyes facilitate the spending process with the instructional Deans.

- Additional funding for strategic proposals comes in the form of \$150K available from Perkins funds. Vice President Ligioso said Maire Morinec should be invited to a future meeting to explain how these funds can be spent.

The SB 70 and Perkins funds will be available for the next round of proposals the instructional equipment grants will be allocated this year utilizing the college's existing process.

FaBPAC then turned to the first round of proposals to discuss funding. All five proposals were certainly deemed worthy and would further the institution's strategic goals, but as requests exceeded available funding, a recommendation was made to consider whether the proposals required one-time funds and whether such proposals required staffing.

Priority was given to proposals that were one-time allocations, whereas proposals requiring staffing were considered a lesser priority.

First-year experience, Equity/CUE, and the microscopes fall into the first category, thus recommended for funding; this totaled \$66k. The other two proposals, Harambee and Foster Youth, received recommended funding levels of \$17k each, and the proposal authors will be asked to return and provide a scaled-back proposal to fit the funding recommendation.

**Five Strategic Proposals  
Presented at the April 4, 2012, FaBPAC Meeting**

**Funding**

<b>\$ Recommendation</b>	<b>One-Time</b>	<b>Staff</b>	<b>Proposal</b>	<b>\$ Request</b>
\$ 25K	√	√	First –Year Experience, Brad Paschal / Jeff Lamb	\$ 25K
17K		√	Harambee, Karen McCord	76K
27K	√		Addressing Equity_CUE, Susanna Crawford / Erin Vines	27K
17K	√	√	FYSI & YESS-ILP Program, Kamber Sta. Maria	78K/25K (transport)
14K	√		Microscopes, Gene Thomas / Angela Eason	14K
<b>\$ 100K</b>				

Motion (Betsy Julian), second (Chris Guptill) to fund the strategic proposals as reflected above and to ask the authors of the Foster Youth (FYSI) and Harambee proposals to come back to FaBPAC to present revised pilot / condensed programs. The motion carried unanimously.

**NOTE:** FaBPAC's recommendations on funding the strategic proposals will be forwarded to Superintendent-President's Cabinet (SPC) for final allocation determination.

**VI. Adjournment**

The meeting adjourned at 4:01 p.m.