



BUDGET COMMITTEE
MEETING NOTES

May 4, 2010

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, May 4, 2010 at 2:00 p.m. in the President’s Conference Room.

Members Present: Stuart Savin, Julie Kahler, Lyn Neylon, Rocky Rose, Arleen Satele and Kari Wergeland

Members Absent: Jesus Miranda and Michael Wangler

Recorder: Jane Lytle

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| <p>1. Approval of Minutes – The minutes from the last meeting of April 20, 2010 were approved as submitted.</p> | <p><i>Approval of Minutes</i></p> |
| <p>2. Tentative Budget -. The allocation formula was received last Wednesday and the Business Office is in the process of balancing the budget for the College. Next Monday, May 10, 2010 Districtwide Strategic Planning & Budget Council and District Executive Council will announce the Tentative Budget (TB) allocation.</p> | <p><i>Tentative Budget</i></p> |

Handout #1, Tentative Budget Development FY 2010-2011 was distributed to the Committee members. This document lists the Base Requirement for FY 10/11 which includes contract positions, vacant positions, benefits/holdings, operating expenses (includes adjunct faculty, hourlies, administrators), restricted fund shortfall and backfill 09/10 division reductions. The estimated total budget for base requirement is \$27,378,076. Tentative Budget Scenario #1 shows an estimated forecast allocation of \$26,300,000 which results in a shortfall of \$1,078,076 (-4.1%). Scenario #2 shows an estimated forecast allocation of \$25,950,000 and results in a shortfall of \$1,428,076 (-5.5%). Reduction strategy to balance the tentative budget in Scenario #1 includes reinstatement of FY 09/10 division reductions from the following: President, Instruction Services, Student Services, Administrative Services totaling - \$884,278 as well as an additional reduction of hourly instructors budget of (-\$193,798). The same reduction strategy figures of \$884, 278 apply for Scenario #2 except that there is a greater reduction of hourly instructors of (-\$393,798) and utilities of (-\$150,000). Included in this handout is a breakdown of reductions calculated for each scenario.

Handout #2, Status of Positions to be filled dated 10/9/09 lists these positions from Cuyamaca, Grossmont and the District. In addition there is a graph listing unanticipated changes for 09/10 including the Dean of Counseling & Enrollment, Acting A & R

Supervisor, VP of Student Services, Grounds Maintenance Sr. and General Maintenance Worker Sr. all of which have been Board approved. And lastly, a 3-5 year staffing plan for Cuyamaca College including seven positions, five Board approved.

3. **Request for May 11th Special Budget Meeting** – VP Satele requested that a special Budget Committee meeting be held on May 11th following the announcement of the TB allocation on May 10th. All committee members present agreed to attend.
4. **Year-End Deadlines - Handout #3, Memo to Staff & Faculty**, from VP Satele to be emailed on May 5, 2010 regarding 2009/2010 year-end deadlines. These include purchase requisitions, expense claims, check requests, budget and expenditure transfers and procurement card usage.

Meeting adjourned at: 2:50pm

Request for Special Budget Meeting

Year-End Deadlines

Adjournment

