



# SANTA ROSA JUNIOR COLLEGE

## BUDGET ADVISORY COMMITTEE

### Minutes

Tuesday, October 23, 2018

Bertolini Room 4875

The meeting was called to order by Kate Jolley (Co-Chair).

**Members present:** Pedro Avila, Linda Close, Justin Cox, Kate Jolley, Samantha Lange, Jessica Melvin, Bud Metzger, Terry Mulcaire, Cathy Prince, Jeff Rhoades, Whitney Schultz, Katie Seder, Eric Thompson

**Also present:** Susan St. Clair

#### **1. Approval of Minutes – September 25, 2018**

Eric Thompson moved to approve the committee's September 25, 2018 meeting minutes, and , Whitney Schultz seconded the motion. Jeff Rhoades abstained, and the rest of the committee agreed to approve the minutes.

#### **2. Annual Review of Budget and Planning Framework**

Kate Jolley explained that the Sonoma County Junior College Planning and Budget Framework document was developed to serve as a guide with regards to some of the broader aspects of the planning and budget process. The Planning and Budget Framework is a broad-based, constituency-supported document, which becomes part of the Program and Resource Planning Process (PRPP), and the District's budget development. The District's Planning and Budget Framework establishes certain planning parameters within which the budget is to be developed.

Annual consideration of the District's Planning and Budget Framework is done by the Budget Advisory Committee, IPC, and component administrators with a review of the preceding year's document and a discussion regarding recommended changes which would need to be approved by the Board of Trustees.

After a brief discussion, there were no revisions recommended for this document.

### **3. Nuts and Bolts 2018/19—Budget Overview**

Kate Jolley reviewed the 11 funds in the District and the account types within the General Fund which are Unrestricted, Designated (trust funds mostly) and Restricted (usually stipulated by the external funding source as to what the funds can be used for). She said that about 70% of the General Fund budget is Unrestricted.

The Unrestricted General Fund is composed of revenue (Federal, State, and local), as well as apportionment which includes General Apportionment, Educational Protection Act, property taxes, and student fees.

Kate said that currently, about 87% of the Unrestricted General Fund is salaries and benefits.

There was a request that the FTES for faculty be broken out between full-time and adjunct.

During a discussion regarding the 50% Law, Kate said that in 2017/18 the District is was at 52%.

The committee talked about the Fire Waiver which maintains the District's funding level for 2017/18, 2018/19, and 2019/20, with two possible one-year extensions if need can be demonstrated. Without the waiver, the District will lose about \$7 million in funding in 2020/21, and the District needs to prepare for that. There will need to be realignment in all areas with reductions to the schedule, instructional and non-instructional program discontinuance, and reductions to positions as well as discretionary accounts. Managers are being asked for ways that their areas can be streamlined and operate more efficiently.

When asked if the \$7 million loss in 2020/21 is based on the Chancellor's new funding formula simulation, Kate replied that it is, although this is a variable since a lot can occur in the next four years.

There needs to be a sense of urgency to examine the new funding formula and look at ways to maximize the District's funding, while still making decisions that respect the students and what benefits the students.

Kate Jolley said that the District's Fund Balance is about 5%, and the state-wide average of districts' Fund Balances is about 20%. Sonoma County Junior College District's Fund Balance is the lowest. She continued by saying that Fund Balance is a way of shoring up the District to help allow it to react and make changes in a thoughtful way. A healthy Fund Balance is very important to be able to react effectively to economic changes.

### **4. Budget 101**

Cathy Prince, Eric Thompson, and Kate Jolley met to discuss ways to develop a budget orientation. They will develop a presentation that could be ready by Spring 2019, with perhaps a shorter and a longer version. The thought is to have BAC members take different topics and become an expert on

that topic, such as, how is FTES calculated, credit vs. non-credit, categorical funding, what is Basic Aid, student need and completion aspects of the new funding formula, etc.

During a discussion about having PDA sessions, it was suggested that an online “course” could be created that people can access on their own time, since PDA has so many sessions, that people may have to choose between sessions and may not be able to attend a budget session. Also it could be updated online, as well.

Kate Jolley said that they will break it down to topics and aspects and bring that to the next BAC meeting.

#### **4. Student Services’ Efforts Regarding Enrollment Management and Funding Formula Components**

A handout from Pedro Avila was included in the agenda materials, and it listed Base Component Funding types, and the recruitment and retention/persistence efforts that Student Services is doing to target the specific groups: Credit, Non-Credit, CDCP, Special Admit (high school dual enrolled students), and both Credit and Non-Credit Incarcerated students.

Also listed were Supplemental Allocation types and the various efforts Student Services has implemented to improve the number of Pell Grant Recipients, California College Promise Grant Recipients, and AB 540 students.

Also listed in the handout was a break-down of the Student Success Component and the ways Student Services is trying to increase the amount of associate degrees, associate degrees for transfer, credit certificates, CTE units, and transfers to four-year colleges.

Because there was not enough time for a complete presentation, the committee agreed to continue Pedro’s item to the next BAC meeting.

The meeting adjourned at 4:32 p.m.