The meeting was called to order by Doug Roberts (Co-Chair).

**Members present:** Inez Barragan, Jackie De Lap, Jeffrey Diamond, Michael Henry, Hilleary Izard, Kat Lewis, Doug Roberts, Terry Shell, Ganesan Srinivasan

**Also present:** Linda Close, Susan St. Clair

1. **Budget Update**

Doug Roberts said that although there has been no news regarding the State budget, there have been significant changes regarding “deficit funding” for 2012-13 and 2013-14. Doug explained that deficit funding occurs when the State over-estimates enrollment fees and property taxes, and the fixed amount made available by the State is inadequate so that total funding comes up short and college funding ends up being cents-on-the-dollar. Doug distributed a handout showing how the deficit funding factor estimate changes over the course of a year, including State reported deficit at P-1, the first attendance report to the State; State reported deficit at P-2, attendance report as of mid-April; and the State reported deficit recalculation that is issued eight months after the fact, the following February.

Doug continued by saying the District had budgeted a $5.5 million structural imbalance for 2013-14 and changes in deficit funding will affect the imbalance. The deficit factor was 3% at the beginning of the year--but now it is being reduced to 0.75%--and District’s financial status in 2014-15 will be partially dependent on the final deficit factor in 2013-14. There will be deficit funding, but the question is “how much?”

2. **Update: Facilities Revenue Enhancement Taskforce**

The results of the BAC survey show that increasing facilities use revenue was repeatedly suggested. Doug Roberts said that the two most significant items suggested to increase revenue were facilities use fees and enlarging the International Student Program.
The Facilities Revenue Enhancement Taskforce (FRET) was formed to explore and develop ways to maximize opportunities for revenue from use of District facilities. FRET has discussed hiring a Facilities Coordinator in order to effectively maximize facilities use. Doug Roberts said there used to be a position that did facilities coordination, but it was eliminated during the reengineering and the function moved to Facilities Ops. FRET is in the process of drafting a job description for a facilities/event coordinator.

Also an event planning system will be needed, and reps from Facilities Ops have contacted several companies that offer this type of software system. They are in the process of analyzing the features of the various event/facilities software programs.

Other topics of discussion include outreach through Community Ed, increased use of Shone Farm and the Petaluma campus, liquor license issues, and the “co-sponsoring” of events without a use fee.

FRET is in the stages of determining what activities and events the District can provide for. Events such as weddings could have educational components including culinary, hospitality, and the wine program. But, with regards to facilities use, the very top priority is our students: if the District hosts outside events at campus venues, it is imperative that the facilities are cleaned, arranged, and ready for classes.

FRET has had discussions about hidden costs and the impact regarding support staffing, such as set-up, clean-up, and security.

The meeting adjourned at 3:08 p.m.