



FOOTHILL COLLEGE

Operations Planning Committee

Minutes

Date: 10/20/09

Time: 1:30-3:30PM

Attending: Shirley Barker, Jay Patyk, Sindy Olsen, Eloise Orrell, Ion Georgiou, Karen Erickson

Summary

- I. Introductions
 - II. Budget 101 Training Session - brief explanation of funds, uses & limitations
 - a. Fund 14 aka "B" budget includes:
 - i. A = Salaries which accounts for 88-90% "B" budget
 - 1. Classified staff - cost as much as faculty when 40% benefit factor applied
 - 2. >50% rule must be met whereby >50% of budgeted salary must be linked to instruction
 - 3. State of CA Faculty Obligation goal 75FT/25PT or penalties can be assessed at a rate of \$75K per infraction
 - ii. B & C = Expendable & Capital (not measure C) budget
 - b. Fund 15 - Revenue generating accounts
 - c. Fund 21 - Grants i.e. Perkins
 - d. Fund 22 - Categorical Funds i.e. DSP&S, Health
 - i. Protected Programs vs Marginal Flexibility
 - e. Fund 76 - Facilities aka Measure C
 - f. Fund 94 - Foundation Accounts
 - i. One time monies vs ongoing funds
 - g. Misc Funds - i.e. Lottery, CTE
 - III. Review Productivity calculations as it relates to State Funding
 - a. Analysis of FTES - headcount projection and explanation of the implications of not making our goal
 - IV. Current Budget
 - a. Balances at 6.30.09; carryovers and how to interpret budget reports
 - i. Foothill Reserve to be set no less than \$300K per Judy Miner
 - ii. Emergency funds i.e. ETUDES payment
 - iii. Categorical Backfill i.e DSPS
 - b. Cautionary note to extract Material Course fees not transparent when making reallocations. These funds are not to be considered as movable money.
 - V. Defining the Role of the Operations Planning Committee
 - a. Equalizing the current "B" budget
 - b. Prioritizing new requests
 - c. Retaining a college wide "Catastrophic" Fund pool
- Committee Requests from Shirley:

- ◆Provide a complete List of Funds with the following information:
 - Income source - State vs Local
 - Transferability
 - % fund relates to the whole budget
 - One-time vs ongoing
 - Variability (5 year if possible)
 - Restrictions
 - ◆Summary from each division dean categorizing requests:
 - Absolute necessity vs Moderate need vs Negotiable (best case scenario)
- Committee Task for next meeting:
- ◆ Prioritize the Top 4 Methods for assessing need and allocating funds such as but not limited to:
 - Student Health and Safety
 - Accreditation
 - Program viability
 - ◆Goal is to think in broad terms to provide fair consideration and put forth recommendations to benefit the college as a whole.