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:

(All agendas and minutes will be archived online through the President’s Office.)
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.