



**BUDGET COMMITTEE**  
*MEETING NOTES*

February 7, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, February 7, 2006, at 2:00 p.m. in the President’s Conference Room.

**Members Present:** Marty DuBord, Connie Elder, Jan Ford, Sharron Hamlett and Arleen Satele

**Members Absent:** Geraldine Perri, Ezequiel Cardenas, Diane Kew and Bill Stanford

*Chaired by Vice President Arleen Satele*

Vice President Satele highlighted the following items from the Governor’s 2006-2007 Budget:

- Funding Formula Reform
- Student Fees

Vice President Satele will keep the Budget Committee abreast of state budget developments as information becomes available.

Vice President Satele referred to the GCCCD FTES Comparison dated 1/12/06; she reviewed the data. Strategies to increase enrollment include flyers for the 2<sup>nd</sup> 8-week classes and open-entry/open exit classes.

Vice President Satele distributed the Cuyamaca College FY ‘06/07 FTES Worksheet. Possible budget cuts will be activated in FY ‘07/08 if FTES goals are not achieved for FY ‘06/07 (‘05/06 analysis); she discussed the implications of not reaching the FY ‘06/07 FTES (options 1 and 2). The chart represented the college’s “best guess” for FTES.

Budget Committee members received copies of the Governors Booklet Entitled “The Budget Process.” Vice President Satele reviewed the state budget timelines and glossary of budget terms.

Vice President Satele reviewed the Prop R budget for the Student Center. Funds to cover the Student Center will be reallocated from Bus/CIS. Bus/CIS project funds were increased at the state level because of construction cost increases. Bid Opening for Student Center is scheduled for 2/15. Additional Prop R interest income funds will be allocated to Bus/CIS.

Vice President Satele reminded Budget Committee members of the Student Center groundbreaking on 2/14 at 10:30 a.m.

Meeting adjourned at 2:58 p.m.

*Governor’s Budget  
2006-2007*

*FTES Update*

*FTES Goal*

*FY 06/07 Budget  
Preparation*

*Prop R Distribution*

*Student Center  
Groundbreaking*

*Adjournment*



CUYAMACA  
 COLLEGE  
 LEARNING FOR  
 THE FUTURE

**BUDGET COMMITTEE**  
**MEETING NOTES**

February 21, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, February 21, 2006, at 2:00 p.m. in the President’s Conference Room.

**Members Present:** Connie Elder, Jan Ford, Sharron Hamlett, Arleen Stele, Ezequiel Cardenas and Bill Stanford

**Members Absent:** Geraldine Perri, Marty DuBord and Diane Kew

*Chaired by Arleen Satele*

Vice President Satele distributed and reviewed the Governor’s Proposed 2006-07 Summary dated 1/17/06.

State Budget Update

The Budget Committee received the 2006/07 tentative /budget Preparation Calendar. Vice President Satele reviewed the dates; and which items of the budget are coming due. She offered to meet individually with those who needed more information. The Budget Committee also received the Payroll 2006/2007 Tentative Budget Preparation timelines.

FY06/07 Budget Calendar

Vice President Satele thanked everyone for attending the Student Center Groundbreaking. The Student Center bids started on 1/15. All bids came in under estimated costs. The build-outs for the food court and audio/visual equipment were not included in the bids. There are two outstanding bids for the glass and ceiling tile.

Prop R Update

Meeting adjourned at 2:30 p.m.

Adjournment



CUYAMACA  
 COLLEGE  
 LEARNING FOR  
 THE FUTURE

**BUDGET COMMITTEE**  
**MEETING NOTES**

March 7, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, March 7, 2006, at 2:00 p.m. in the PCR.

**Members Present:** Geraldine Perri, Marty DuBord, Jan Ford, Sharron Hamlett, Arleen Satele and Bill Stanford

**Members Absent:** Ezequiel Cardenas, Connie Elder and Diane Kew

Vice President Satele distributed the FY 2005-06 FTES Analysis and the GCCCD Comparison dated 3/7/06. The data was discussed with regard to FTES shortfall to the District and Cuyamaca College.

*FTES Forecast*

Vice President Satele distributed the Cuyamaca College Dedicated Income Analysis and explained the process to project the data. Dr. Perri specifically looked at the tuition projections for Out-of-State and Foreign income.

Dedicated Income

Dr. Perri distributed copies and reviewed the March 6, 2006, League Legislative Update. She discussed the implications of the information noted in the following sections:

CCLC Update

- State Budget Issues Under Discussion
- The Out-of-State Law suit expanded to districts
- System Debate Upgrade of Math/English Requirements for AA Degree

The meeting adjourned at 3:54 p.m.

Adjournment



**BUDGET COMMITTEE**  
**MEETING NOTES**

March 21, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, March 21, 2006, at 2:00 p.m. in the PCR.

**Members Present:** Geraldine Perri, Ezequiel Cardenas, Marty DuBord, Jan Ford, Sharron Hamlett and Arleen Satele

**Members Absent:** Connie Elder and Bill Stanford

Dr. Perri announced that for personal reasons, Diane Kew would no longer serving on the Budget Committee.

*Announcement*

Dr. Perri distributed copies of the GCCCD FTES Comparison dated 3/8/06 and reviewed the data. The college is currently 411 or -7.35% below its FTES Goal of 5,595 for '05-06.

FTES Census Update

Dr. Perri informed committee members that the District's FTES goal is set at the base level of 18,049 with no growth. She reviewed the GCCCD 06/07 FTES Challenge dated 3/9/06.

FTES Goals '06/07

Dr. Perri disturbed the following documents relating to the '06/07 Tentative Budget:

Budget '06/07

- GCCCD 2006/07 Tentative Site Holding Accounts and Comparisons to Prior Year
- 2006-2007 Income Allocation Formula – Tentative Budget A.

The data was discussed extensively. Dr. Perri indicated that it is imperative that Cuyamaca College meet its FTES goals. In addition, the college will need to be conservative with its spending and devise a budget reduction plan in the event FTES goals are not met.

Meeting adjourned at 3:25 p.m.

Adjournment



**BUDGET COMMITTEE**  
**MEETING NOTES**

April 4, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, April 4, 2006, at 2:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Jan Ford, Sharron Hamlett and Connie Elder

**Members Absent:** Ezequiel Cardenas, Marty DuBord, Arleen Satele and Bill Stanford

Dr. Perri distributed copies of the Cuyamaca College FTES Scenarios which depicted the funding impact, in increments of 100, for the entire District and increments of 50 for Cuyamaca College.

FTES Reduction Scenarios

Dr. Perri explained the impacts of the college's '06-07 Budget as a result of the following:

2006-2007 Budget Plan & Priorities

- District Reserve
- Equalization
- FTES Shortfall
- Tentative to Adoption
- Ending Balance

President's Cabinet has submitted their divisional priorities. The aim is to give each division one priority. Budget reductions were looked at with regard to frozen positions; mid-year hires; divisional and institutional reductions to balance at tentative budget.

The college will be updated on the budget at the Collegewide Budget Forum on Thursday, May 4<sup>th</sup>, at 1:00 p.m. The Budget Committee will be provided the opportunity to preview elements of the Budget Forum at its next meeting on 4/18/06. The information shared at the forum will be shared with the Governing Board at the April meeting.

2006-2007 College Forum – Thursday, May 4, 1:00 p.m.

Dr. Perri distributed copies of the CCLC Community College Ballot Measure, which indicated that the measure will be delayed until June 2008. The Community College Ballot Measure, addresses system concerns relating to community college fund, student fees and independent bilateral governance. The FAQ portion of the memo was reviewed.

CCLC update on the Community College Ballot Measure

Dr. Perri distributed copies of and discussed the following documents:

- CCCSO – Recommended compromise on equalization allocation
- Equalization Distribution
- System Office/Task Force – Recommended Equalization Compromise – 2006-2007

Meeting adjourned at 3:05 p.m.

CCC  
Recommended  
Compromise on  
Equalization  
Allocation

Adjournment



CUYAMACA  
 COLLEGE  
 LEARNING FOR  
 THE FUTURE

**BUDGET COMMITTEE**  
**MEETING NOTES**

April 18, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, April 18, 2006, at 2:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Marty DuBord, Connie Elder, Jan Ford and Arleen Satele

**Members Absent:** Ezequiel Cardenas, Sharron Hamlett and Bill Stanford

Vice President Satele distributed copies of the Cuyamaca College Budget Criteria. She indicated that the document and budget discussion are in preparation for the collegewide Budget Forum on Thursday, May 4, 1:00 p.m. Dr. Perri stated that the goal of the Budget Committee, using the budget criteria, is to determine FY '06-07 budget priorities and how those priorities will support the college's goal of meeting its enrollment goal of 5,533 FTES.

Budget Priorities  
'06-07

In addition the budget criteria, the Budget forum will also cover equalization; what percentage of the budget goes to salaries, etc; and the budget deficit. Vice President Satele to electronically distribute the PowerPoint presentation as it will be presented at the budget forum and the April Governing Board meeting, by Tuesday, April 25<sup>th</sup>.

Budget Forum

Vice President Satele distributed the draft 2006-2007 Cuyamaca College Tentative Budget. She reviewed the data with regard to the 3.69% budget shortfall.

Meeting adjourned at 3:00 p.m.

Adjournment



C U Y A M A C A  
 · C O L L E G E ·  
 L E A R N I N G F O R  
 T H E F U T U R E

**BUDGET COMMITTEE**  
**MEETING NOTES**

May 2, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, May 2, 2006, at 2:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Ezequiel Cardenas, Marty DuBord, Connie Elder, Jan Ford Sharron Hamlett, and Arleen Satele

**Member(s) Absent:** Bill Stanford

Vice President Satele distributed the latest (draft) Cuyamaca College Tentative Budget FY 2006-2007, the data represents the final version that will be submitted to the District.

'06-07 Tentative Budget

Vice President Satele distributed copies of the college's budget PowerPoint in preparation for the College-wide Budget Forum on Thursday, May 4<sup>th</sup> at 1:00 p.m. in room R-401. Dr. Perri indicated that the ending balance is anticipated to mitigate the budget shortfall. Comments and revisions were incorporated into the presentation.

Budget Forum Presentation TB '06/07

The following is a list of enrollment suggestions.

Enrollment Strategies

- Ms. Hamlett to poll classified staff on classes to offer that may be of interest to them.
- College-wide letter regarding the enrollment strategies and ask for volunteers to serve.
- Ms. Ford suggested having the calling campaign list divided by discipline/major, so that specific questions could be answered by faculty.

Meeting adjourned at 3:15 p.m.

Adjournment





CUYAMACA  
· COLLEGE ·  
LEARNING FOR  
THE FUTURE

**BUDGET COMMITTEE**  
**MEETING NOTES**

May 16, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, May 16, 2006, at 2:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Marty DuBord, Connie Elder, Jan Ford Sharron Hamlett, and Arleen Satele

**Member(s) Absent:** Ezequiel Cardenas and Bill Stanford

Vice President Satele distributed the revised Cuyamaca College Budget PowerPoint Presentation as it will be presented at the Governing Board Budget Workshop meeting on May 23<sup>rd</sup>. Committee members reviewed the presentation and provided comments.

Board PowerPoint  
Presentation

Vice President Satele distributed hard copies of the GCCCD State Budget Update dated 5/16/06. She discussed the impacts of the May Revise. The Budget Committee also reviewed copies of the 2006-2007 Simulation to Estimate Fiscal Impact of Declining FTES.

State Budget  
Update

In addition, the Budget Committee received the Cuyamaca College Parking Lot Phase 2a & 2b. Vice President Satele addressed the means by which the shortfall will be mitigated.

Parking Lot  
Construction  
Update

Meeting adjourned at 2:59 p.m.

Adjournment



CUYAMACA  
COLLEGE  
LEARNING FOR  
THE FUTURE

**BUDGET COMMITTEE**  
**MEETING NOTES**

September 5, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, September 5, 2006, at 2:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Jan Ford Sharron Hamlett, and Arleen Satele

**Member(s) Absent:** Ezequiel Cardenas and ASCC Rep

Vice President Satele distributed the following documents which were discussed at length:

- 2006-2007 Cuyamaca College Tentative Budget
- 2006-2007 Cuyamaca College Adoption Budget
- 2006-2007 Income Allocation Formula
- GCCCD College/Site Beginning Balance Summary Fiscal Year End 6/30/06
- GCCCD 2006-2007 Adoption Budget Site Holding Accounts and Comparisons to Prior Year
- Cuyamaca College FY 2006-07 FTES Analysis
- 2006-2007 Simulations to Estimate Fiscal Impact of Declining FTES
- GCCCD FTES Comparison

Vice President Satele distributed the Adoption Budget Forum outline in preparation for the Collegewide Budget Forum on 9/6/06. Budget Committee members provided suggestions to the presentation.

Deferred to next meeting.

Dr. Perri distributed the Fall 2006 Comparative Enrollment Report to the Budget Committee.

Meeting adjourned at 3:50 p.m.

Adoption Budget  
2006-07

Prop R Budget  
Update

Enrollment Report

Adjournment



CUYAMACA  
 COLLEGE  
 LEARNING FOR  
 THE FUTURE

**BUDGET COMMITTEE**  
**MEETING NOTES**

September 19, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, September 19, 2006, at 3:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Sandy Beasley, Ezequiel Cardenas, Jan Ford, Sharron Hamlett, Cheryl Houston, and Arleen Satele

**Member(s) Absent:** ASCC Rep

<p>Dr. Perri provided a handout on the Basic Skills Re-Appropriation Spending Plan: 2006-2007 and gave the guidelines for the expenditure of the funds. Included in the handout were the category/priority descriptions. The focus was direct services to students. A plan will be forwarded to the District and State.</p>	<p>Basic Skills Re-appropriation</p>
<p>Vice President Satele distributed copies of the Cuyamaca College 2006-2007 Adoption Budget Plan. Committee members reviewed and discussed the data.</p>	<p>Adoption Budget Update</p>
<p>Dr. Perri notified committee members of the Fall 2006 Comparative Enrollment Report.</p>	<p>Enrollment Update</p>
<p>Vice President Satele provided a brief Prop R Update and a handout of the budget plan.</p>	<p>Prop R Update</p>
<p>Meeting adjourned at 4:15 p.m.</p>	<p>Adjournment</p>



CUYAMACA  
· COLLEGE ·  
LEARNING FOR  
THE FUTURE

**BUDGET COMMITTEE**  
**MEETING NOTES**

October 3, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, October 3, 2006, at 3:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Ezequiel Cardenas, Jan Ford, and Arleen Satele

**Member(s) Absent:** ASCC Rep, Sandy Beasley, Sharron Hamlett and Cheryl Houston

**Guest(s):** Melodee Takasugi attended for Sandy Beasley

Vice President Satele provided an update on the 2006-07 Adoption Budget per the President's electronic memo dated 9/21/06.

Adoption Budget Update

Vice President Satele announced that SB 361 was signed by the Governor; she distributed a one-page summary of the bill in addition to the actual bill. Vice President Satele inquired of Vice Chancellor Austin: if changes in FTES would increase or decrease the impact of funding received under the bill.

SB 361 Overview

Meeting adjourned at 3:30 p.m.

Adjournment



**BUDGET COMMITTEE**  
**MEETING NOTES**

October 17, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, October 17, 2006, at 3:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Sandy Beasley, Ezequiel Cardenas, Jan Ford, Sharron Hamlett, Cheryl Houston and Arleen Satele

**Member(s) Absent:** ASCC Rep

**Guest(s):** Sue Rearic

Ms. Rearic distributed the 2006-07 District Adoption Budget. The college's budget is listed on page 17 of the document. She informed the Budget Committee that the 311 Report is a financial package that is filed with the State. The State format requires three years of historical fiscal data, in addition to the current year. Ms. Rearic distributed copies of the GCCCD 311 report and focused on the 50% law (page 11). Vice President Satele will provide information on all of the miscellaneous student services (6400) for the next Budget Committee meeting. The State Chancellor's website has the information available for GCCCD and other institutions.

'05-06 311 Report  
and 50% Law

Ms. Rearic distributed copies of the 2006-07 Simulations to Estimate Fiscal Impact on Declining FTES. The document was presented at Adoption Budget. The District FTES goal was 18,049, however, with equalization funds; the goal was adjusted to 17,012. The handout indicated budget implications of not meeting FTES goals. The District was in restoration last year, and if the base is not met this year, its budget will be reduced by the amount restored.

'06-07 Restoration

Using the 2006-07 simulation document, Vice President Satele indicated that preliminary Cuyamaca College FTES is above 2%. She explained how the shortfall will be mitigated through one-time holding accounts and block grants if the District does not meet its FTES goals.

Vice President Satele distributed the Cuyamaca College FY06/07 Mid-year Reduction Strategy, listing three scenarios if FTES goals are not met at the college. The Budget Committee was asked to begin strategizing ways to mitigate a potential budget reduction. External resources may provide temporary budget assistance. In the area of marketing, two commercials with an emphasis on vocational prep and transfers will be aired on the Cox network in November. Dr. Perri stated that she is open to suggestions and strategies from Budget Committee members on how to bring in new students.

For the next Budget Committee meeting, Vice President Satele will provide:

- Past reduction strategies
- Outline possible budget reduction areas
  - Supplies
  - Travel
  - Positions

A mid-November Budget Committee forum will be scheduled. Ms. Ford suggested a presentation to Instructional Council, Academic Senate and Classified Senate.

A Q&A sheet providing budget information was suggested using “sound bytes” from comments made about the budget throughout the college. Vice President Satele to compile the Q&A’s in prep for a 10/31 brainstorming session at 2:30 p.m. Answers to the questions need to be referenced. Ms. Rearic to assist with District-related budget questions.

Meeting adjourned at 4:33 p.m.

FTES Reduction  
Impact

Adjournment



C U Y A M A C A  
· C O L L E G E ·  
L E A R N I N G F O R  
T H E F U T U R E

**BUDGET COMMITTEE**  
**MEETING NOTES**

November 7, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, November 7, 2006, at 3:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Ezequiel Cardenas, Jan Ford, Sharron Hamlett, Cheryl Houston and Arleen Satele

**Member(s) Absent:** ASCC Rep and Sandy Beasley

**Guest(s):** Melodee Takasugi in for Sandy Beasley

This item was deferred until the next Budget Committee meeting.

Vice President Satele thanked those who attended the Budget Brainstorming session last week and invited Budget Committee members to submit questions. She also distributed copies of and discussed the GCCCD FTES Comparison Report dated 10/23/06. The Budget Committee was informed of potential fiscal impact scenarios if the college's 2006-07 FTES goal is not met. Enrollment strategies for Fall '06 will be duplicated for spring '07.

Meeting adjourned at 4:33 p.m.

Budget Update

FTES Report

Adjournment



C U Y A M A C A  
 · C O L L E G E ·  
 L E A R N I N G F O R  
 T H E F U T U R E

**BUDGET COMMITTEE**  
**MEETING NOTES**

November 21, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, November 21, 2006, at 3:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Ezequiel Cardenas, Jan Ford, and Arleen Satele

**Member(s) Absent:** ASCC Rep, Sharron Hamlett, Cheryl Houston and Sandy Beasley

Vice President Satele distributed copies of the draft 2007-08 Budget Preparation Calendar. Budget planning for '07-08 will begin in January. Dr. Perri stated that February 28<sup>th</sup> is a critical date because the 2006-07 FTES forecast will be issued to both colleges.

'06-07 Budget Calendar

This item was deferred until the next Budget Committee meeting.

Criteria/Strategies for Budget Reductions

Vice President Satele presented a draft PowerPoint on Cuyamaca College's Budget Historical Perspective and Q&A's for comment and revision. The presentation covered the following subjects:

Cuyamaca College Budget Historical Perspective

- Budget Priorities
- Income Allocation Formula
- GCCCD Equalization Funding
- Budget Increases Over the Past Three Years
- Cuyamaca College Ending Balance – Three Years Past
- Allocation of Unrestricted General Funds
- The 50% Law
- Total FTES Over the Past 10 Years (Credit/noncredit)
- Offsetting Potential FTES Shortfall

Comments/revisions will be incorporated. If Budget Committee members have additional questions, please forward them directly to Vice President Satele.

Meeting adjourned at 4:25 p.m.

Adjournment





CUYAMACA  
 COLLEGE  
 LEARNING FOR  
 THE FUTURE

**BUDGET COMMITTEE**  
**MEETING NOTES**

December 5, 2006

The regular meeting of the Cuyamaca College Budget Committee was held on Tuesday, December 5, 2006, at 3:00 p.m., in the PCR.

**Members Present:** Geraldine Perri, Ezequiel Cardenas, Jan Ford, Sharron Hamlett, Cheryl Houston and Arleen Satele

**Member(s) Absent:** ASCC Rep and Sandy Beasley

Vice President Satele distributed copies of an Unofficial Simulation of SB 361 Income Assuming November 23<sup>rd</sup> Projection of FTES. The document described how the new SB 361 funding model will be allocated to the District and both colleges. The data was explained and discussed. Vice President Satele to determine the percentage of Prop 98 funds that the college has been receiving.

SB 361

Dr. Cardenas indicated that the Barnes & Noble contract is currently up for negotiation. In the past, departments received augments to their budgets from Barnes & Noble. Vice President Satele indicated that the contract is in effect until 2009. Dr. Cardenas inquired about running the bookstore as an auxiliary enterprise. Committee members discussed the impact to classified employees who currently work in the bookstore in the event that Barnes & Noble terminates their contract with the District.

Barnes & Noble  
 Contract

Dr. Perri announced that enrollment strategies are underway.

Enrollment

Meeting adjourned at 3:50 p.m.

Adjournment