A meeting of the Santa Monica Community College Budget Planning Committee, a subcommittee of the District Planning and Advisory Council (DPAC) was held on Wednesday, December 1, 2010 at 2:08 p.m. at Santa Monica College, Drescher Hall Loft, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order 2:04 p.m.

II. Budget Planning Committee Members

Chris Bonvenuto, Administration
Bob Isomoto, Administration, Co-Chair
Eric Oifer, Academic Senate Representative
Janet Harclerode, Academic Senate Representative
Teresita Rodriguez, Management Association Representative
Albert Vasquez, Management Association Representative
Mitra Moassessi, Faculty Association Representative
Howard Stahl, Faculty Association Representative, Co-Chair
Bernie Rosenloecher, CSEA Representative
Leroy Lauer, CSEA Representative
Connie Lemke, CSEA Representative
Kevin Kurtzman, Student Representative

Interested Parties:
Randy Lawson, Administration
Mario Martinez, Faculty Association Representative
Tiffany Inabu, Student Representative

III. Review of Minutes: November 17, 2010 accepted as amended

IV. Agenda:

A. Duties Of The Budget Planning Subcommittee
The Committee reviewed the duties proposed for this subcommittee at a recent DPAC meeting. The following recommendation was forwarded to DPAC to express what the Committee believes its duties should be:

a. Have recommending authority on budget matters to the District Planning and Advisory Council.

b. Review, in a timely manner, tentative, quarterly and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council.

c. Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies.

d. Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and support of the college vision, mission, goals, strategic initiatives and master plans and federal and state laws.

e. As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue.

f. Participate in the Master Planning process.
B. DPAC Annual Report Recommendation
The Committee discussed the following recommendation: Budget 10 – “Develop a plan for supporting and integrating fund-raising activities for all programs and areas engaged in fund-raising efforts.” Committee members were not clear on the scope or intent of this recommendation and asked the Chair to seek further clarification from DPAC regarding this issue.

C. Planning Recommendation
The Committee discussed the idea of planning and implementing a capital equipment budget which would allocate funds annually to prevent large spikes in any one year and smooth funding for these items over time. One idea was to focus on items costing between $500 and $5000. Another idea was to focus on academic computing and technology infrastructure needs. The Chair was asked to seek further information from the Information Services Committee and the DPAC Technology Committee to help guide this discussion. Committee members felt further discussion on this issue was warranted. Discussion will occur at future meetings to build a planning recommendation on this issue.

D. Budget Discussion
The Committee discussed the issue of how one-time monies should be budgeted. Following all the discussion, the following motion was offered:

MOTION: “The Budget Committee recommends to DPAC to affirm the College’s current accounting practice of recognizing one-time monies upon receipt.”
Made: Oifer Seconded: Lemke
ADOPTED BY CONSENSUS

E. Report Fiscal Services
Bob Isomoto and Chris Bonvenuto shared information with the Committee regarding the 5000 Contracts and Services expenditures detailing 2008-09 actuals, 2009-10 actuals and 2010-11 adopted figures. Actual 5000 spending in 2008-09 was $11,150,163. Actual 5000 spending in 2009-10 was $9,997,598. Adopted 5000 spending in 2010-11 was $10,925,645. Further information was also shared with the committee concerning Location 63 (Marketing) expenses and 5110 (Consultants) for 2009-10. Committee members reviewed the information. Representatives from Fiscal Services answered a number of different questions and concerns.

Adjournment at 3:50 p.m.