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, October 20, 2010 at 2:08 p.m. at Santa Monica College, Drescher Hall Loft, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order 2:08 p.m.

II. Budget Planning Committee Members

Chris Bonvenuto, Administration
Bob Isomoto, Administration, Co-Chair (Absent)
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 (Absent)
Connie Lemke, CSEA Representative

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

III. Review of Minutes: September 15, 2010 accepted as presented

IV. Agenda:

A. Election of Committee Co-Chair
   MOTION: Howard Stahl was elected co-chair of the DPAC Budget Committee for 2010-2011.
   Made: Bonvenuto Seconded: Rosenloecher
   PASSED UNANIMOUSLY

B. Report From Fiscal Services

Chris Bonvenuto presented the 2010-2011 1st Quarter Financial Report. The financial figures reflect the recently passed state budget. The 0% COLA passed in the state budget had a positive effect on the District’s Revenue projections. The Adopted Budget assumed a -0.38% COLA. Having a 0% COLA instead resulted in nearly $300K in additional revenue over the Adopted Budget. The 1st Quarter report also shows some PERS savings related to a reduction in the District’s contribution rate for safety retirement of SMC Police Officers. An additional $400K has been saved due to this change.
Chris also supplied the current Vacancy List which includes 1 Academic Administrator, 22 Classified positions (15 are Fund 1 positions; 6 are Fund 3 positions; 1 is an Auxiliary position).

Chris also supplied the Committee with information regarding the adopted 5000 Contracts and Services budget for 2010-2011. As of September 30, 2010, $3.318 Million has been spent out of the adopted $10.925 Million budget in all these 5000 accounts.

EMERGENCY ACTION: Due to a lack of quorum, the following emergency action was taken pending ratification at the next meeting when quorum exists: “The Budget Committee receives and affirms the 2010-2011 1st Quarter Financial Report”
Made: Lemke Seconded: Rosenloecher
PASSED UNANIMOUSLY

C. Savings Ideas Evaluation

The Committee continued discussing and evaluating Savings Ideas. After much discussion, Savings Ideas (C), (H) and (J) were not considered worth pursuing. Savings Ideas (A), (B), (D), (E) and (G) are on hold awaiting further information from Fiscal Services. The following Savings Ideas are being considered and evaluated:

(F) Distance Education Savings
Description: Recognizing the potential for significant long-term savings, the Budget Committee discussed whether to recommend to DPAC that the District explore moving to an open-source Distance Education platform.

Savings Impact: a reduction what is currently being spent on Distance Education (Contract Account #5890)

Discussion:
- Migration will require a multi-year effort to complete
- 24x7 support will need to be part of any plan moving forward

Concerns:
- Migration efforts will incur added costs before any savings are realized
- Faculty will need to be educated and support any move

(l) Decrease Errors
Description: The Budget Committee discussed whether to recommend to DPAC that the District put adequate resources and priority behind the current efforts underway to improve the policies and procedures of the business functions of all departments involved in the setting up, reporting of and generation of payroll related warrants.

Savings Impact: a reduction of fines and penalties faced by the District when these kinds of errors occur

Discussion:
- This is a complex systems, personnel and training issue involving a wide range of departments and personnel
- The District is currently working on this problem

Concerns:
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(K) District Benefits Audit
Description: The Budget Committee discussed whether to recommend to DPAC that the District perform a benefits audit to verify the eligibility of those on the District health plans as well as investigate the free services offered by PERS in this area.

Savings Impact: a reduction in the Health & Welfare budget line item

Discussion:
- The Districtwide Benefits Committee performed this task a few years ago
- The District is currently working on this issue
- A Committee member reported that PERS offers free services to spot different kinds of problems

Concerns:
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(L) Savings Awareness Workshops for Employees
Description: The Budget Committee discussed whether to recommend to DPAC that the District consider running workshops on various topics to help employees preserve District resources.

Revenue Impact: potential savings in supplies, utilities, paper etc.

Discussion:
- Topics might include: efficient copier usage, extending projector bulb lifespans, digital Docuweb rather than paper-based print jobs, daily savings tips

Concerns:
- When would these workshops take place?
- How could we ensure a critical mass of employees is trained in this topic?
- Who would run these workshops?

Adjournment at 3:58 p.m.