



DISTRICT BUDGET AND RESOURCE
ALLOCATION ADVISORY COMMITTEE
August 23, 2013 / 2:00 – 5:00 p.m.
Clovis Center, Room 308 / Approved Minutes

Call to Order:

Committee Chair Ed Eng called the meeting to order at 2:01 p.m. A quorum was established.

Present: DO: Jothany Blackwood, Diane Clerou, Ed Eng, Patricia Gonzalez (Recorder), Wil Schofield
FCC: Ben Andersen, Robyn Hart, Bruce Hill, Mikki Johnson, Cheryl Sullivan, Harry Zhalis
RC: Donna Berry, Richardson Fleuridor, Jim Gilmore, Melanie Highfill
NC: Karen Ainsworth, Lorrie Hopper, Arla Hile, Joseph Libby, Leslie Rata for Brian Shamp

Absent: Viviana Acevedo, Lacy Barnes, Anacelly Hernandez, Jason Meyers

- I. Welcome:** Committee Chair Eng welcomed all new members of DBRAAC. Introductions were made around the table.
- II. Review of May 10, 2013 Meeting Minutes**
Discussion: Ed asked members to review the minutes and forward any changes to Patricia.
- III. Confirm Membership**
Discussion: The committee reviewed and confirmed the membership as presented with the replacement of the FCC student. FCC student Ben Andersen will be the new member.
- IV. Summary of January 2013 – June 2013 Meeting Minutes**
Discussion: Chairman Eng provided a handout outlining a summary of the DRAMT/DBRAAC minutes from January 2013 – May 2013 and reviewed the meeting summaries with the committee. A copy of the meeting summaries will be made available on the Intranet in the August 23, 2013 meeting folder.
- V. Timeline for Revised Resource Allocation Model**
Discussion: Chairman Eng reviewed the timeline, as presented, for the revised resource allocation model. The timeline also outlines when the resource allocation model narrative will be sent to Chancellor's Cabinet, Communications Council and to constituent groups for review and submittal of recommendations. Concern was raised regarding recommendations from constituent groups regarding the narrative not being presented to DBRAAC prior to going to Chancellor's Cabinet. It was noted that the narrative is in its second draft so therefore, the final recommendations from constituent groups will go to Chancellor's Cabinet for the Cabinet's consideration. Implementation of the resource allocation model into the budget development for the 2014-15 fiscal year is scheduled for January/February 2014.
- VI. Recap of "Revised" Resource Allocation Model (RAM)**
Discussion: Chairman Eng provided two versions of the resource allocation model. The model dated 5-10-13 is first year of the 4-year transition plan based on the 2012-13 revised allocation data as approved by the committee in May. The model dated 7-11-13 is based on the 2013-14 July draft allocation data reflecting a proposed second transition factor. The documents will be made available on the Intranet in the August 23, 2013 meeting folder.

VII. Discussion of last “factors” to include in the RAM / (1) Transition

Discussion: Chairman Eng explained that the revised model dated 7-11-13 includes a basic allocation transition that was developed over the summer by Ed Eng, Cheryl Sullivan, Donna Berry, Lorrie Hopper and Wil Schofield. Implementing the model as approved in May would have a significant effect on the FCC campus - FCC would take a \$1.5 million hit. The second transition plan would include another transition factor that will provide an adjustment to the basic allocation section over a four year period. Questions were raised as to how the group that met over the summer determined the \$1.5 million hit to FCC. Chairman Eng explained that the \$1.5 million was based on the 5-10-13 model with only the full time faculty transition factor. Chairman Eng further explained that the group determined that 50 percent of the financial impact (\$1.5 million) to FCC would be a “reasonable” number for the second transition factor. Therefore Ed explained the following percentages with dollar amounts:

Financial impact: \$1.5 million x 0.5 -750K*

- Yr. 1 – 100% - \$750,000
- Yr. 2 – 75% - \$562,500
- Yr. 3 – 50% - \$375,000
- Yr. 4 – 25% - 187,500
- Yr. 5 – 0% - \$0

(* \$750k - half (\$375,000) from Willow and half (\$375,000) from Reedley)

Concern was raised regarding how FCC would make up the \$750,000 difference while maintaining the FON and managing the 50% rule. Chairman Eng noted that FCC would determine how that is made. It was noted that the charge of the committee is to build a model that works for the entire district.

Members of the committee suggested using a percentage of the \$1.5 million figure, not a percentage of a percentage in order to simplify explaining the calculation:

- Yr. 1 – 50% / \$750k
- Yr. 2 – 37.5% / \$251,250
- Yr. 3 – 25% / \$187,500
- Yr. 4 – 12.5% / \$93,750

After much discussion regarding the revised model to include the additional transition factor, the following motion was made:

- 1) Motion made by Robyn Hart, second by Arla Hile; to include an additional (second) transition factor to the base allocation for the 4-year transition plan.

- a) In Favor: 16
- b) Oppose: 0
- c) Abstain: 2
- d) Motion achieved qualified consensus (passed)

The committee discussed modifying the additional transition factor. Concern was raised regarding budget numbers for the 2014-15 budget. Ed noted that budget numbers will not be available until January. Discussion ensued regarding state projections and revenue levels. Members proposed to use a percentage for the additional transition factor and eliminate the dollar amount.

After much discussion regarding the additional transition factor, the following motion was made:

- 2) Motion made by Joseph Libby, second by Donna Berry to accepting the percentages as outlined on the whiteboard.

Yr. 1 – 50%
Yr. 2 – 37.5%
Yr. 3 – 25%
Yr. 4 – 12.5%
Yr. 5 – 0%

Discussion: Wil noted that a dollar amount is necessary as a starting point. After discussion regarding using a dollar amount as a starting point, the original motion was modified.

- 3) Motion modified by Joseph Libby, second by Donna Berry to include the percentages as outlined with the starting point of \$1.5 million.

Starting Point - \$1.5 million
Yr. 1 – 50%
Yr. 2 – 37.5%
Yr. 3 – 25%
Yr. 4 – 12.5%
Yr. 5 – 0%

Discussion: Members of the committee raised concern regarding adding a number as a starting point. Wil noted that a number must be included. The number was based on 2013-14 data. Discussion ensued regarding using a number (\$1.5 m) as a starting point for consistency purposes. Committee members addressed concern with the motion not indicating where the money would be coming from. Year 1 adjustment (\$750,000) to FCC will be coming from Reedley (\$375,000/50%) and Willow (\$375,000/50%).

After much discussion regarding including a starting point (\$1.5 m), defining where the money will come from, and the amount outlined in the budget (\$1.483 m), the motion was modified again.

- 4) Motion modified by Joseph Libby, seconded by Donna to accept over a 5 year period a transition in the cut generated by this model for FCC of 50% in the first year from wherever its base is determined for next year using \$1.483 m as a starting point.

Discussion: Committee members continued discussion regarding the additional transition factor and how it will affect the colleges. After much discussion Joseph withdrew the motion and asked someone else to make a motion.

- 5) Motion made by Harry Zhalis, second by Karen Ainsworth to take \$1.5 m from the base allocation and disseminate it between the colleges based on the percentages over the next 5 years as referenced on the whiteboard (referenced below) to be used as a transition factor.

	<u>1.5 million</u>		
	FCC	RC	WI
Yr. 1	+50%	-25%	-25%
Yr. 2	+37.5%	-18.75%	-18.75%
Yr. 3	+25%	-12.5%	-12.5%
Yr. 4	+12.5%	- 6.25%	-6.25%
Yr. 5	0%	0%	0%

- a) In Favor: 17
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

Discussion: Donna noted that the resource allocation narrative will need to be better defined in relation to how the district operations number was determined.

Chairman Eng called for a 10-minute break at 3:50 p.m. The meeting resumed at 4:01 p.m.

Chairman Eng thanked everyone for their hard work on the development of the resource allocation model.

Jothany pointed out that per the operating agreement she is a resource member and not a voting member. Therefore, Jothany's votes will be removed from the minutes.

VIII. Resource Allocation Model Narrative Subcommittee

Discussion: Chairman Eng asked for committee members to assist in revising the resource allocation model narrative. The following members will meet to revise the narrative: Ed Eng, Cheryl Sullivan, Donna Berry, Jim Gilmore and Ben Andersen.

IX. Meeting Location

Jim Gilmore requested the DBRAAC meeting be moved on a rotational basis to another location (i.e., Reedley College). The committee did not agree to move the meeting from the District Office North location.

X. Operating Agreement / Co-Chair

Discussion: Chairman Eng noted that at the last meeting, it was discussed to appoint a co-chair. The operating agreement will be forwarded to members for review and the committee will determine whether or not the committee wants a co-chair elected at the next meeting.

XI. Meeting Time

- 1) Motion made by Richardson Fleuridor, second by Robyn Hart to schedule the meetings from 2:00 p.m. – 4:00 p.m.

Discussion: Due to members' schedules, the motion was modified.

- 2) Motion modified by Richardson Fleuridor, second by Robyn Hart to schedule the meetings from 2:30 p.m. – 4:30 p.m.

- a) In Favor: 18
- b) Oppose: 0
- c) Abstain: 0
- d) Motion achieved qualified consensus (passed)

XII. Adjourn: Meeting adjourned at 4:20 p.m. The next meeting is scheduled for Friday, September 6, 2013, from 2:30 p.m. to 4:30 p.m.



DISTRICT BUDGET AND RESOURCE
ALLOCATION ADVISORY COMMITTEE
September 6, 2013 / 2:30 – 4:30 p.m.
Clovis Center, Room 308 / Approved Minutes

Call to Order:

Committee Chair Ed Eng called the meeting to order at 2:32 p.m. A quorum was established.

Present: DO: Diane Clerou, Ed Eng, Patricia Gonzalez (Recorder), Wil Schofield
FCC: Ben Andersen (arrived at 2:45 p.m.), Robyn Hart, Bruce Hill, Mikki Johnson, Cheryl Sullivan, Harry Zhalis
RC: Richardson Fleuridor, Jim Gilmore (arrived at 2:55 p.m.), Melanie Highfill
NC: Karen Ainsworth, Lorrie Hopper, Jennifer Simonson for Arla Hile, Diane Schoenburg for Joseph Libby, Brian Shamp, Colin Van Loon

Absent: Viviana Acevedo, Lacy Barnes, Donna Berry, Jothany Blackwood, Jason Meyers

Guest: Lee Brown

I. Welcome: Chairman Eng welcomed everyone. Introductions were made around the table.

II. Review of May 10, 2013 and August 23, 2013 Meeting Minutes

a) May 10, 2013 Minutes

Discussion: Motion made by Richardson Fleuridor, second by Diane Clerou to approve the May 10, 2013 minutes as presented.

- a) In Favor: 12
- b) Oppose: 0
- c) Abstain: 5
- d) Motion achieved qualified consensus (passed)

b) August 23, 2013 Minutes

Discussion: Motion made by Richardson Fleuridor, second by Robyn Hart to approve the August 23, 2013 minutes as presented.

- a) In Favor: 14
- b) Oppose: 0
- c) Abstain: 3
- d) Motion achieved qualified consensus (passed)

III. Draft narrative to group via email by September 17, 2013

Discussion: Chairman Eng asked members who are assisting in drafting the narrative to send all recommendations to Patricia Gonzalez by September 17, 2013 so that a copy may be sent out to the committee for review.

IV. Regulatory Costs

Discussion: Chairman Eng reviewed the following regulatory costs.

- Annual Financial Audit
- Mandated Costs
- Retiree Health
- Elections
- Parity Pay
- Accreditation (Campus or District)

The committee held discussion regarding the regulatory costs. Accreditation was discussed to determine if it should remain at the campus or district level. Currently, accreditation is budgeted at the campus. There are two components to accreditation (1) annual dues and (2) site visit. After lengthy discussion regarding accreditation, the following motion was made:

Motion made by Karen Ainsworth, second by Melanie Highfill to leave accreditation at the campus level.

- a) In Favor: 18
- b) Oppose: 0
- c) Abstain: 0
- d) Motion achieved qualified consensus (passed)

V. Districtwide Fixed Costs

Discussion: Chairman Eng reviewed the following districtwide fixed costs.

- Datatel
- Blackboard
- Utilities (Gas & Electric)
- Insurance
- Phones

The committee held discussion regarding the districtwide fixed costs. Committee members addressed SCFT President Release time and whether or not the reimbursement is sent to the site or remains at the district. It was noted that the sites get reimbursed through Schedule C. Wil Schofield will confirm whether the reimbursement is sent to the site or remains at the district.

The committee held discussion on each of the items listed to determine whether the costs should remain at the district level. (**Items on whiteboard*)

- Datatel yes (LTO)
- Blackboard yes (LTO) (a baseline needs to be established and any additional costs will be incurred by each site)
- Utilities (Gas & Electric) yes (LTO) (Utilities have been generally paid by the district)
- Insurance yes (property & liability)
- Phones (Fujitsu/VOIP hardware/software) (It was noted that phones should be a minimum standard provided by the district. The VOIP phones are the district standard phones.)
- no { Data Circuits Internet, Other Traffic
- Microsoft Agreements – yes (LTO)
- Antivirus yes (LTO)
- Adobe yes (LTO)
- Singularity yes (LTO)
- SARS yes (LTO)
- Courier Service yes

The committee held discussion regarding the following items: (1) a standard requirement provided by the district for phones; (2) different telephone carriers; and (3) data circuits and the infrastructure on the campus.

After a lengthy discussion the following motion was made:

Motion made by Jim Gilmore to accept all items as districtwide costs and refer the phones and data circuits to the Districtwide Technology Committee to have a minimum standard with all current costs to be covered by the district until costs are determined by the Districtwide Technology Committee. Motion did not move forward due to a lack of a second.

Discussion: The committee continued discussion regarding the phones and whether or not the technology committee will have a response in an appropriate timeframe. Additionally, discussion on insurance was held as it was noted that insurance should be based on exposure per site.

The following motion was made:

Motion made by Karen Ainsworth, second by Mikki Johnson to include all items except phones and data circuits.

Discussion: Discussion continued regarding the phones and data circuits and how Microsoft agreements are paid. It was suggested that the motion identify those items that are LTO funded.

Motion amended by Karen Ainsworth, second by Mikki Johnson to include all items as presented on the whiteboard (*noted above) as districtwide fixed costs except phones and data circuits and identify those items that are currently LTO funded and will be LTO on the resource allocation model.

- a) In Favor: 15
- b) Oppose: 2
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

VI. District Office Operations

Discussion: Chairman Eng listed the areas of the District Office Operations for the committees.

Chancellor

Vice Chancellor

Educational Services & Institutional Effectiveness (Grants, A&R,

Institutional Research, International Ed, IS)

Finance & Administration (P/R, A/P, A/R, Accounting, Purchasing)

Associate Vice Chancellor

Human Resources

Business & Operations (Grounds, Transportation, Warehouse,

Maintenance)

Public Information & Legislative Affairs

Public Information & Legislative Affairs

General Counsel

Foundation

Personnel Commission

VII. Election of Co-Chair

Discussion: Motion made by Diane Clerou, second by Karen Ainsworth to nominate Jim Gilmore as co-chair. Jim Gilmore accepted the nomination.

- a) In Favor: 17
- b) Oppose: 0
- c) Abstain: 0
- d) Motion achieved qualified consensus (passed)

VIII. Other Items

Discussion: Jim Gilmore requested that a notice be sent to the constituency whose members have two consecutive absences per the operating agreement. The committee agreed. Patricia Gonzalez will send notification to Viviana Acevedo, Lacy Barnes and Jason Myers.

IX. Adjourn: Meeting adjourned at 4:12 p.m. The next meeting is scheduled for Friday, September 20, 2013, from 2:30 p.m. to 4:30 p.m.



DISTRICT BUDGET AND RESOURCE
ALLOCATION ADVISORY COMMITTEE
September 20, 2013 / 2:30 – 4:30 p.m.
Clovis Center, Room 308 / Approved Minutes

Call to Order:

Committee Chair Ed Eng called the meeting to order at 2:30 p.m. A quorum was established.

Present: DO: Ed Eng, Patricia Gonzalez (Recorder), Wil Schofield
FCC: Ben Andersen (arrived at 2:45 p.m.), Robyn Hart, Bruce Hill, Sonny Silva for Mikki Johnson, Harry Zhalis
RC: Jan Dekker for Donna Berry, Jim Gilmore (arrived at 2:43 p.m.), Melanie Highfill
NC: Karen Ainsworth (arrived at 2:35), Gary Sakaguchi for Lorrie Hopper, Arla Hile, Joseph Libby, Brian Shamp, Colin Van Loon

Absent: Viviana Acevedo, Lacy Barnes, Jothany Blackwood, Diane Clerou, Richardson Fleuridor, Jason Meyers, Cheryl Sullivan

I. Welcome: Chairman Eng welcomed everyone. Introductions were made around the table.

II. Review of September 6, 2013 Meeting Minutes

a) September 6, 2013 Minutes

Discussion: Motion made by Gary Sakaguchi, second by Melanie Highfill to approve the September 6, 2013 minutes as presented.

- a) In Favor: 13
- b) Oppose: 0
- c) Abstain: 0
- d) Motion achieved qualified consensus (passed)

III. Draft Resource Allocation Model Narrative

Discussion: Chairman Eng informed the committee that the draft narrative was rewritten and each section will be reviewed. The committee reviewed the background of the narrative. Minor changes were made and captured in the document. Jim Gilmore suggested adding a sentence regarding the committee moving from a majority vote to a qualified consensus model.

Motion made by Jim Gilmore, second by Harry Zhalis to add a sentence regarding DRAMT moving from a majority vote to a qualified consensus model in the background section of the narrative.

- a) In Favor: 13
- b) Oppose: 2
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

The sentence was added to the narrative as captured in the document.

The committee reviewed the following sections: 1) Elements of the Resource Allocation Model; 2) Revenue; 3) Allocation Units; 4) Allocations Off-The-Top; and 5) Integrated planning initiatives. Minor changes were made and captured in the draft narrative.

The committee reviewed mandatory/regulatory costs. Discussion was held regarding adding the following two costs: 1) bond oversight and 2) legal consulting.

Motion made by Melanie Highfill, second by Karen Ainsworth to add bond oversight and legal consulting to the mandatory/regulatory costs. The committee continued discussion regarding legal consulting costs as part of mandatory/regulatory costs or as part of districtwide fixed costs or district office/operations.

Motion modified made by Melanie Highfill, second by Harry Zhalis to add bond oversight costs to the mandatory/regulatory costs.

- a) In Favor: 16
- b) Oppose: 0
- c) Abstain: 0
- d) Motion achieved qualified consensus (passed)

The committee discussed districtwide fixed costs and adding banking fees and charges costs.

Motion made by Melanie Highfill, second by Gary Sakaguchi to add banking fees and charges to districtwide fixed costs.

- a) In Favor: 16
- b) Oppose: 0
- c) Abstain: 0
- d) Motion achieved qualified consensus (passed)

Motion made by Harry Zhalis, second by Joseph Libby to add legal consulting after banking fees and charges to districtwide fixed costs.

- a) In Favor: 16
- b) Oppose: 0
- c) Abstain: 0
- d) Motion achieved qualified consensus (passed)

The committee reviewed district office/operations.

Co-chair Gilmore called for a break at 3:30 p.m. The meeting resumed at 3:38 p.m.

The committee reviewed the basic allocation section. Chairman Eng suggested and the committee agreed to add additional center tiers. Other minor changes were made and captured in the narrative. The committee also agreed to add a chart to the end of this section to show the estimated loss in funding per year for each site.

The committee reviewed the allocation adjustment for full-time faculty. Discussion was held regarding the disproportionate percentage of full-time equivalent faculty. Changes were made and captured in the narrative. Additional discussion was held regarding the allocation for full-time faculty and the amount of money each allocation unit will receive for each full-time faculty paid. The committee agreed to insert a chart at the end of this section.

The committee reviewed the variable FTES allocation section. Minor changes were made and captured in the draft narrative.

The committee reviewed the final allocation section and minor changes were made and captured in the draft narrative.

The committee reviewed the summary of the narrative. Minor changes were made and captured in the draft narrative.

Chairman Eng noted that the definitions were taken from the adopted budget book. Definitions that did not fit the model were eliminated.

Co-chair Gilmore asked that the draft narrative be sent to committee members by Wednesday, September 25 for review prior to the next meeting.

- IV. Adjourn:** Meeting adjourned at 4:29 p.m. The next meeting is scheduled for Friday, October 4, 2013, from 2:30 p.m. to 4:30 p.m.



DISTRICT BUDGET AND RESOURCE
ALLOCATION ADVISORY COMMITTEE
October 4, 2013 / 2:30 – 4:30 p.m.
Clovis Center, Room 308 / Approved Minutes

Call to Order:

Committee Chair Ed Eng called the meeting to order at 2:37 p.m. A quorum was established.

Present: DO: Jothany Blackwood (arrived at 2:47 p.m.), Diane Clerou, Ed Eng, Patricia Gonzalez (Recorder)
FCC: Ben Andersen (arrived at 2:42 p.m.), Bruce Hill, Mikki Johnson, Cheryl Sullivan
RC: Donna Berry, Richardson Fleuridor (arrived at 3:33 p.m.), Jim Gilmore (arrived at 2:55 p.m.)
NC: Karen Ainsworth, Gary Sakaguchi for Lorrie Hopper, Arla Hile, Joseph Libby, Brian Shamp, Laraib Tahir for Colin Van Loon

Absent: Viviana Acevedo, Lacy Barnes, Robyn Hart, Melanie Highfill, Jason Meyers, Wil Schofield, Harry Zhalis

I. Welcome: Chairman Eng welcomed everyone.

II. Review of September 20, 2013 Meeting Minutes

a) September 20, 2013 Minutes

Discussion: Motion made by Joseph Libby, second by Arla Hile to approve the September 20, 2013 minutes as presented.

- a) In Favor: 9
- b) Oppose: 0
- c) Abstain: 3
- d) Motion achieved qualified consensus (passed)

III. Draft Resource Allocation Model Narrative

Discussion: Chairman Eng reviewed the background section of the narrative (page 2) with the committee. The committee discussed the background section and changes were captured in the document.

Motion made by Joseph Libby, second by Gary Sakaguchi to accept the changes in the background section of page 2.

- a) In Favor: 13
- b) Oppose: 0
- c) Abstain: 0
- d) Motion achieved qualified consensus (passed)

The committee discussed the elements of the resource allocation model section which included revenue and allocation units (page 3). Changes were captured in the document.

Motion made by Joseph Libby, second by Diane Clerou to accept the changes in the elements of the resource allocation model section which included revenue and allocation units (page 3).

- a) In Favor: 13
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

Motion made by Karen Ainsworth, second by Gary Sakaguchi to add Attachment A in the first sentence of the allocation units section on page 3.

- a) In Favor: 14
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

The committee continued discussion under the elements of the resource allocation model which included paragraphs two and three of the allocation units section and allocations off-the-top (page 4).

Motion made by Jim Gilmore, second by Karen Ainsworth to accept the changes as captured.

- a) In Favor: 14
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

The committee discussed the basic allocation section of the narrative (page 5). Changes were captured in the document.

Motion made by Bruce Hill, second by Cheryl Sullivan to accept the changes as captured.

- a) In Favor: 14
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

The committee began discussion on the basic allocation transition section. Changes were captured in the document.

At 4:28 p.m., the committee discussed extending the meeting to continue discussion of the resource allocation narrative.

Motion made by Cheryl Sullivan, second by Gary Sakaguchi to approve continuing the meeting until the committee has reviewed and accepted all changes to the resource allocation narrative.

- a) In Favor: 13
- b) Oppose: 0
- c) Abstain: 2
- d) Motion achieved qualified consensus (passed)

Willow International Student Representative Laraib Tahir left the meeting at 4:30 p.m.

The committee discussed the basic allocation transition section of the narrative (page 6). Changes were captured in the document.

Motion made by Cheryl Sullivan, second by Gary Sakaguchi to approve the changes captured in the basic allocation transition section (page 6).

- a) In Favor: 13
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

Donna Berry left the meeting at 4:33 p.m.

The committee discussed the bullet section of the basic allocation transition and the variable FTES allocation section (page 7). Changes were captured in the document.

Motion made by Cheryl Sullivan, second by Brian Shamp to approve the bullet section of the basic allocation transition, the variable FTES allocation and final allocation section (page 7).

- a) In Favor: 12
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

The committee discussed the summary section of the narrative. Changes were captured in the document.

Motion made by Gary Sakaguchi, second by Diane to approve the summary section of document.

- a) In Favor: 12
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

The committee reviewed page 6 and added one additional bullet to the basic allocation section and revised the last bullet under the allocation adjustment for full-time faculty on page 7.

Motion made by Gary Sakaguchi, second by Diane Clerou to approve the changes to the basic allocation and allocation adjustment for full-time faculty as captured in the document.

- a) In Favor: 11
- b) Oppose: 0
- c) Abstain: 2
- d) Motion achieved qualified consensus (passed)

The resource allocation narrative will be forwarded to Chancellor's Cabinet.

IV. Timeline

Due to time constraints, the committee did not review the timeline.

V. Future Considerations for 2015-2016 RAM Implementation

Due to time constraints, the committee did not review the future considerations for 2015-16 RAM implementation.

VI. Adjourn: Meeting adjourned at 5:01 p.m. The next meeting is scheduled for Friday, October 18, 2013, from 2:30 p.m. to 4:30 p.m.



DISTRICT BUDGET AND RESOURCE
ALLOCATION ADVISORY COMMITTEE
October 18, 2013 / 2:30 – 4:30 p.m.
Clovis Center, Room 308 / Approved Minutes

Call to Order:

Committee Chair Ed Eng called the meeting to order at 2:31 p.m. A quorum was established.

Present: DO: Jothany Blackwood (arrived at 2:50 p.m.), Ed Eng, Wil Schofield, Patricia Gonzalez (Recorder)
FCC: Ben Andersen (arrived at 2:40 p.m.), Robyn Hart, Bruce Hill, Mikki Johnson (arrived at 2:42 p.m.), Cheryl Sullivan (arrived at 2:37 p.m.), Harry Zhalis
RC: Donna Berry, Jim Gilmore (arrived at 2:37 p.m.), Melanie Highfill, Peggy Marks
WI: Karen Ainsworth (arrived at 2:35 p.m.), Candy Cannon for Lorrie Hopper, Arla Hile, Joseph Libby, Brian Shamp, Colin Van Loon

Absent: Viviana Acevedo, Lacy Barnes, Diane Clerou, Richardson Fleuridor

I. Welcome: Chairman Eng welcomed everyone. Introductions were made around the table.

II. Review of October 4, 2013 Meeting Minutes

a) October 4, 2013 Minutes

Discussion: Motion made by Joseph Libby, second by Arla Hile to approve the October 4, 2013 minutes as presented.

a)	In Favor:	7
b)	Oppose:	0
c)	Abstain:	7
d)	Motion achieved qualified consensus (passed)	

III. Timeline Update

Discussion: Chairman Eng noted that the narrative/model was sent via email today to constituent groups. Recommendations from the constituent groups will not be brought back to the committee. Additionally, a revised timeline was sent out to the committee for review and an update of the resource allocation model will be presented to the Board in November.

A question was raised whether or not the narrative would need to be updated annually due to fiscal year references throughout the document. Mr. Eng replied that changes may be done during the following year after implementation (July 2014) as the current draft is designed for year one (2014-15).

IV. Phase II – Resource Allocation (Decision Package, Categorical Grants and Health Fees)

Chairman Eng provided a handout outlining the unrestricted/restricted lottery. Mr. Eng explained how the restricted lottery would work on the 2014-15 budget based on the use of last year's FTES numbers. The committee reviewed and discussed the estimated costs for the following software: (Datatel/Ellucian, Blackboard, Microsoft, Sophos AV, Adobe, Singularity, and SARS).

DBRAAC

			Historically Paid for:						Other (Grant)
			DO	FCC	RC	WI	MC	OC	
Estimated Costs									
Software									
LTO Model	Datatel/Ellucian	385,000	385,000	-	-	-	-	-	
LTO Model	Blackboard	400,000	2,000	240,040	76,520	51,680	26,200	3,560	
LTO Model	Microsoft	120,000	15,600	60,000	25,200	10,944	6,528	1,728	
LTO Model	Sophos AV	36,500	2,190	22,630	5,840	3,796	1,752	292	
LTO Model	Adobe	80,000	1,071	47,080	14,837	9,891	5,255	927	
LTO Model	Singularity	45,000	-	28,867	3,109	3,997	2,220	-	6,218
LTO Model	SARS	16,500	-	8,550	7,790	-	-	-	
1,083,000									
			405,861	407,167	133,296	80,308	41,955	6,507	
			Projected Expenditures Reduction						

Software estimated costs, discussed at the 10-18-13 meeting.

The committee held a lengthy discussion on the following draft lottery allocation model:

DBRAAC Draft Lottery Allocation Model
10/18/2013

Available \$\$	\$ 4,000,000.00	
Board of Trustees	\$ (400,000.00)	Off the Top
Software	\$ (1,100,000.00)	Off the Top
	<u>\$ 2,500,000.00</u>	
District Office	\$ 500,000.00	20%
Balance to Site (FTES)	<u>\$ 2,000,000.00</u>	
		<u>Using FTES % from XX0 Model</u>
FCC	\$ 1,262,400.00	63.12%
RC	\$ 499,000.00	24.95%
WI	\$ 238,600.00	11.93%

Data from whiteboard calculation

Available	\$ 4,000,000.00	
Board	\$ (400,000.00)	
Tech	\$ (715,000.00)	
Fixed	\$ (162,000.00)	
	<u>\$ 2,723,000.00</u>	
District Office	\$ (363,000.00)	13.3%

The committee discussed using a similar, but separate process for lottery funds as is used for the distribution of money received from the state. Chairman Eng noted that unrestricted lottery funds need to be allocated to the allocation units and the committee needs to determine how the funds will be allocated. The committee discussed whether or not 20 percent budgeted to the District Office is a viable percentage.

A break was called at 3:53 p.m. The committee reconvened at 4:01 p.m.

The committee discussed the 2013-14 decision package lottery costs for the district office. The following was noted on the whiteboard:

		2013-14
	LTO	\$4,000,000
\$4,000,000	Board of Trustees	\$400,000
\$715,000	Tech/Integrated Planning	\$265,000 + 30,000 + 80,000 + 200,000 + 140,000
\$161,600	Districtwide Fixed	\$61,100 + 18,000 + 13,000 + 3,500 + 50,000 + 16,000
\$362,880	DO Operations	\$5,000 + \$3,140 + 294,740 + \$60,000
Total: \$1,639,480		
	Site Distribution FTES %	

2013-14 Decision Package Lottery Funding

District

Staff Development and Training	\$61,100	
Employee Recognition Program	18,000	
Operational Supplies	5,000	
SCCCD Annual Report	13,000	
Central Valley Student Success Summit	3,500	
Additional Student Aide I	3,140	
Districtwide Safety and Hazardous Materials Program	50,000	
District Operations Supplies and Operating Expenses	294,740	
District Office Non-Instructional Equipment	16,000	
IS Datatel System Licensing	265,000	
IS Additional Datatel User Licenses	30,000	
IS Equipment Maintenance Contracts	80,000	
IS Storage Area Network Replacement	200,000	
IS Districtwide Videoconference Improvement	140,000	
IS Voice Over IP and WiFi for District Office North	60,000	
		\$1,239,480
Board of Trustees	\$400,000	\$1,639,480

After a lengthy discussion, the committee recommended that the administration provide a five-year period of the lottery costs historically paid for by the district office in order to obtain an average amount/percentage of the costs and determine the amount/percentage that will be allocated to the District Office. Mr. Eng noted that his office will put together the information and share it with the committee prior to the next meeting.

V. Future Considerations for 2015-2016 RAM Implementation

Due to time constraints, the item was tabled.

VI. Adjourn: Meeting adjourned at 4:24 p.m. The next meeting is scheduled for Friday, November 1, 2013, from 2:30 p.m. to 4:30 p.m.



DISTRICT BUDGET AND RESOURCE
ALLOCATION ADVISORY COMMITTEE
November 1, 2013 / 2:30 – 4:30 p.m.
Clovis Center, Room 308 / Approved Minutes

Call to Order:

Committee Chair Ed Eng called the meeting to order at 2:30 p.m. A quorum was established.

Present: DO: Jothany Blackwood, Diane Clerou (arrived at 2:58 p.m.), Ed Eng, Wil Schofield, Patricia Gonzalez (Recorder)
FCC: Ben Andersen (arrived at 2:48 p.m.), Robyn Hart, Bruce Hill, Mikki Johnson (arrived at 2:35 p.m.), Cheryl Sullivan, Harry Zhalis (arrived at 2:36 p.m.)
RC: Donna Berry, Richardson Fleuridor (arrived at 2:50 p.m.), Melanie Highfill, Peggy Marks
WI: Karen Ainsworth (arrived at 2:32 p.m.), Lorrie Hopper, Sallie Turpen for Arla Hile, Joseph Libby, Michelle Johnson for Brian Shamp, Colin Van Loon

Absent: Viviana Acevedo, Lacy Barnes, Jim Gilmore

I. Welcome: Chairman Eng welcomed everyone. Introductions were made around the table.

II. Review of October 18, 2013 Meeting Minutes

a) October 18, 2013 Minutes

Discussion: Motion made by Joseph Libby, second by Robyn Hart to approve the October 18, 2013 minutes with the minor correction to change NC to WI under Call to Order (Present).

- | | | |
|----|--|----|
| a) | In Favor: | 11 |
| b) | Oppose: | 0 |
| c) | Abstain: | 1 |
| d) | Motion achieved qualified consensus (passed) | |

III. Decision Package/Lottery Funds (Decision Package, Categorical Grants and Health Fees)

The committee continued the discussion from the previous meeting regarding using a similar, but separate process for lottery funds as is used for the distribution of money received from the state. Chairman Eng presented the following District Office/Operations lottery expenditures for a five-year period:

District Budget and Resource Allocation Advisory Committee Minutes - November 1, 2013

District Office/Operations	2013-14	2012-13	2011-12	2010-11	2009-10		
Board of Trustees	400,000	400,000	400,000	-	-		
Technology/Integrated Planning	715,000	555,000	558,243	528,366	158,700	5 yr avg	505,000
Districtwide Fixed	161,600	302,525	199,000	198,750	447,647	5 yr avg	260,000
District Office/Operations	362,880	364,740	508,217	357,500	297,500	5 yr avg	380,000
	1,639,480	1,622,265	1,665,460	1,084,616	903,847		
FCC	1,351,080	1,332,315	1,395,137	1,164,432	988,708		
Microsoft Campus Agreement	45,000	X	52,000	48,000	48,000		4,875,000
VmWare	40,000					Prop 20	(875,000)
CurricuNET	10,000	X	11,000			Subtotal	4,000,000
EMC Storage Maint./Lic	45,000					BOT	(400,000)
Blackboard	200,000	X	240,000	185,000	175,000	Tech	(505,000)
Adobe	45,000	X	54,600	48,500	35,000	DW	(260,000)
Other Classroom Software	95,325					Subtotal	2,835,000
Other software Maint./Lic.	43,723		71,100	219,853	75,934	DO (20%)	567,000
	524,048						
Sophos		X	25,000	25,000	32,000		
Hershey Imaging		X	22,710				
Various Instr. Division Software		X					
MSE Software			12,500				
Applied Tech Software			51,000				
		352,228	539,910	526,353	365,934		
RC	626,040	617,345	646,422	539,520	458,101		
Health & Safety/Technology	254,956						
Hardware/Software Licenses		105,000					
Campus software/Mtnce			89,910	40,000	-		
WI/NC (2009-10 to 2011-12)	241,542	238,187	422,009	327,531	265,008		
Eng./Music SW & License agreements	7,920						
Mtnce Agreements & new Equip	9,322						
	17,242						
SW license & mtnce agreements		66,334		115,245			
software/license agreements & equip			160,460		113,879		

The committee held lengthy discussion regarding the district's historical lottery expenditures related to software in order to determine the percentage of lottery funds that the district will receive. The committee reviewed the following software costs which were presented at the 10-18-13 meeting:

			Estimated Costs
Software			
LTO Model	Datatel/Ellucian		385,000
LTO Model	Blackboard		400,000
LTO Model	Microsoft		120,000
LTO Model	Sophos AV		36,500
LTO Model	Adobe		80,000
LTO Model	Singularity		45,000
LTO Model	SARS		16,500
			1,083,000

Motion amended by Donna Berry, seconded by Robyn Hart for LTO dollars – need to simulate the resource allocation model developed for the unrestricted general fund dollars and the lottery model would identify off the top as Board of Trustees, districtwide software, districtwide technology infrastructure and Districtwide fixed. District Office/Operations will be 9.5% of the total lottery dollars. The balance of the lottery dollars will be distributed to colleges through the variable FTES component of the model to be reviewed annually.

- a) In Favor: 17
- b) Oppose: 0
- c) Abstain: 2
- d) Motion achieved qualified consensus (passed)

The committee inquired if the resource allocation model narrative will be revised to incorporate the lottery fund changes. Chairman Eng noted that constituent groups are currently in the process of vetting the narrative/model. Once the narrative is approved, changes will be revised as necessary.

Health Fees

Chairman Eng noted that the vice presidents are currently reviewing the health fees being collected districtwide and discussion on how to allocate such funds is under review. A baseline for services to campuses needs to be developed. Mr. Eng noted that it is the intent of the vice presidents to provide the DBRAAC with a recommendation on how to allocate resources related to health fees.

IV. Future Considerations for 2015-2016 RAM Implementation

Due to time constraints, the item was tabled.

- V. Adjourn:** Meeting adjourned at 4:26 p.m. The next meeting is scheduled for Friday, November 15, 2013, from 2:30 p.m. to 4:30 p.m.



DISTRICT BUDGET AND RESOURCE
ALLOCATION ADVISORY COMMITTEE
November 15, 2013 / 2:30 – 4:30 p.m.
Clovis Center, Room 308 / Approved Minutes

Call to Order:

Committee Chair Ed Eng called the meeting to order at 2:36 p.m. A quorum was established.

Present: DO: Diane Clerou (arrived at 2:50 p.m.), Ed Eng, Wil Schofield, Patricia Gonzalez (Recorder)
FCC: Ben Andersen (arrived at 3:33 p.m.), Robyn Hart, Bruce Hill, Mikki Johnson, Cheryl Sullivan
RC: Donna Berry, Richardson Fleuridor (arrived at 2:46 p.m.), Jim Gilmore, Melanie Highfill, Peggy Marks
WI: Karen Ainsworth, Lorrie Hopper, Arla Hile, Joseph Libby, Brian Shamp, Colin Van Loon

Absent: Jothany Blackwood, Viviana Acevedo, Lacy Barnes, Harry Zhalis

I. Welcome: Chairman Eng welcomed everyone.

II. Review of November 1, 2013 Meeting Minutes

a) November 1, 2013 Minutes

Discussion: Motion made by Joseph Libby, second by Robyn Hart to approve the November 1, 2013 minutes.

- a) In Favor: 15
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

III. Decision Package/Lottery Funds (Categorical Grants and Health Fees)

Health Fees

Chairman Eng reviewed the health fees (Attachment - Item #4). The health fee is charged once and collected where the student first registers. Health fee monies must be spent on health programs/services. The vice president's and vice chancellor of educational services are working on creating a baseline for health services at the colleges/centers. Mr. Eng recommended the current model be used as the vice president's and vice chancellor of educational services have not been able to determine a baseline for health services.

Motion by Jim Gilmore, seconded by Richardson Fleuridor to continue using the current model and revisit the model next year.

The committee suggested the motion be revised to use the current model until the DBRAAC adopts a new model.

Motion amended by Jim Gilmore, seconded by Richard Fleuridor to continue using the current model until the DBRAAC adopts a new model.

- a) In Favor: 17
- b) Oppose: 0
- c) Abstain: 1
- d) Motion achieved qualified consensus (passed)

IV. Feedback from Board of Trustees

Chairman Eng reported that he will be meeting with Board members to review the resource allocation model. A meeting with Board President Barreras is scheduled this afternoon. The first reading of the resource allocation model is scheduled for December, and the second reading will be held in January 2014.

Jim Gilmore presented a PowerPoint of the model that was shared with the academic senate at Reedley College.

Wil Schofield presented the resource allocation model PowerPoint that will be presented to the Board of Trustees.

V. Next Meeting

The committee agreed to cancel the next meeting scheduled on December 13, 2013.

VI. Adjourn: Meeting adjourned at 3:48 p.m. The next meeting will be scheduled in January 2014. Spring 2014 dates will be emailed to committee members.