SAC BUDGET MEETING
MINUTES
MAY 9, 2006

Administrators	Faculty	Classified
President Martinez	Steve Bautista	Jana Cruz
Carolyn Breeden	Dan Goldmann	Denise Phillips
Paul Foster, Interim VP Admin. Services	Steve Eastmond (absent)	Pete Paolino
Noemi Kanouse, Committee Chair (absent)	Jeff McMillan	Vacant (2)
Thom Hill (absent)	Al Siddons	
Rhonda Langston	George Troxcil, Co–Chair	**Guests:**
Sara Lundquist	George Wright	
Kathy Mennealy	**Alternates:**	
Sergio Sotelo (absent)	Jared Ceja	
Maria Sugranes	David Guzman (alt. absent)	Student:
	Ed Ripley (alt.)	

1. **Welcome and Introductions**
   The meeting was called to order at 1:37 p.m. by George Troxcil, Committee Co-Chair. Mr. Troxcil introduced Paul Foster, interim Vice-President of Administrative Services to the committee.

2. **Approval of Meeting Minutes for April 11, 2006**
   A motion was made to approve minutes for April 11, 2006.   (McMillan/Ceja)
   The committee unanimously approved the minutes.

3. **Conference Funding**
   Dr. Breeden presented members with a "draft" overview of a working document pertaining to conference requests, costs and source of funding history. The document also included anticipated requests for the coming year. She noted that the requests totaled $125,000, where $83,000 were identified as categorical funds, leaving $45,000 for general conference monies.

   Dr. Lundquist stated that the Student Services division is able to take advantage of conferences through other avenues, grant monies, etc., making more funds available for faculty and staff.

   Mr. Troxcil asked Mr. McMillan to work with Dr. Martinez regarding the process of disbursing conference funds. Mr. Bautista noted that the need for conference funds can be anticipated by a department/division by using the portfolio planning process rather than by creating a new process.

4. **Cost Savings of vacant positions**
   Dr. Breeden gave a brief overview of the backfill process that is in place for classified positions. The process allows for 50% of the classified salary minus benefits to be reimbursed back to the college. It was clarified that this is the first year for this process and that the BAPR committee is continuing discussion on a backfill process for faculty.

   Mr. Foster provided some insight from his experience at the district level and his involvement on BAPR, explaining that the conservative budget approach is used in district planning process, whereas revenues

are projected low and expenditures are estimated high. Furthermore, he noted that unfilled vacancies build the fund balance.

In regards to part-time faculty, it was noted that the district is funding all part-time positions for next year by using six million dollars of district reserve monies.

Mr. Foster was asked to provide a listing of object codes along with description at the June meeting.

5. **Summer Meeting Schedule**
   It was decided that the summer meeting schedule would be discussed at the June 13th meeting.

6. **Lottery Funds**
   The committee asked for a clear understanding of lottery monies for next year. Dr. Breeden confirmed for the committee that the college would be receiving lottery monies that would be distributed in two accounts; unrestricted and restricted. The allocation would be as follows, 25% restricted funds, which are restricted to **instructional supplies in the classroom,** and 75% for unrestricted funds, which allow for more flexibility in spending.

7. **Budget Status**
   It was clarified that the tentative budget would be approved at the last board meeting in June which provides the District with the spending authorization to operate until the final budget is adopted. The final budget is adopted before September 15th. The governor signs the final budget July 1. Mr. Foster noted that the speculation is that more funding may be available for the adopted budget.

7. **Grant Match Funds**
   How does the "grant match funds" work? It was explained that in most cases, existing salaries qualify for the district portion of the grant; therefore, the conditions of the grant are met without an actual cost to the institution.

8. **Datatel**
   Dr. Martinez reported that the Datatel acquisition, which included software, hardware and a new platform, was listed as a district bond project. The implementation is a three year process. Training has already begun and the target date for registration is Summer of '08. Maria Sugranes reported that SACTAC is evaluating different portals in regards how the product matches the college needs.

   Paul Foster was asked to provide a timeline for the Datatel implementation at the June meeting.

9. **Other**
   Software licenses
   Maria Sugranes reported that information was still being gathered regarding licenses.

   A committee member asked that the priorities identified at the November 2005 meeting be revisited at the June meeting.

   Meeting adjourned at 2:38p.m.