

**PLANNING & BUDGET COMMITTEE**  
**San Joaquin Delta College**  
 Monday, August 18, 2008

**MINUTES**

Present:	Dr. Kathy Hart, Debora Hernandez, Dr. Jon C. Stephens, Janice Takahashi, Claire Tyson, Amal Elayyan, Matt Wetstein, Trudy Walton
Excused:	Claudia Quinn
Absent:	Greg Greenwood,
Guests:	Vince Brown, Joe Gonzales, Dana Baker, Denise Donn, Val Maldonado, Julie Whiting

**Minutes of July 7, 2008**

Amal Elayyan made a motion to accept the minutes; seconded by Dr. Kathy Hart.

Minutes were unanimously approved by consensus.

**Unfinished Business**

There was no Unfinished Business on the agenda.

**New Business**

- ***Budget Update*** – Chairperson Stephens distributed *League Budget Update #10 (August 5, 2008)* that is published by the Community College League of California (CCLC). The current deal appears to be:
  - Increase in the state sales tax for three years (2010) by one cent (1%) with a future cut of one-and-a-quarter;
  - Suspend the net operating loss deduction for business in exchange for larger deductions in out years;
  - Place a spending cap and reserve requirement on the November ballot, but not the mid-year cut authority sought by the governor; and,
  - Make non-Proposition 98 program reductions in amounts in between the governor’s and Legislature’s spending plans.

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- **Publication Budget Review** – Director of Finance Claire Tyson distributed a draft of the Publication Budget, closing with an ending balance of \$14 million. Included were one-time carry-overs, OPEB estimates and AI proposals. Operating budget is \$103,853,253. Changes between tentative budget and publication budget were explained. Mandated increases are now included in the budget. Expenses exceed revenue by \$2.157 million, which is primarily due to district carry-overs...revenues in one year and expenses in another. At the present time, Delta College is budgeting for a 2.2% growth, and no recommended COLA. Whatever the COLA is, the deficit will probably remain the same.

Dr. Wetstein requested an actuarial study be done and reported back to the committee. It was noted that this process is already being done.

Vince Brown asked if it is our intention to achieve unfunded FTES. Claire noted that this was a target.

- **Schedule for Strategic Planning** – This is a linear look at last year’s strategic planning schedule. The baseline budget is started in January and, after the May Revise adjustments, turns into the tentative budget in June. The publication budget is presented in late August, followed by the final budget for adoption by September 15<sup>th</sup>. It was pointed out that the term “final” budget is a misnomer as the budget is always being revised. This schedule also included the AI, strategic planning, calendar. It was questioned if it could be possible to have another round of AI proposals in mid-year if needed? This might be possible if done before December.
- **Planning & Budgeting Process** – The purpose of this presentation by Dr. Matt Wetstein was to get people thinking about how to have a circular flow in how to plan a budget. A better job needs to be done in evaluating projects. He asked that the committee review this document and have a discussion at the next meeting. It is hoped that an agreement could be reached as a group about this process and how it should work.
- **Human Resources** – Vice President of Human Resources Vince Brown presented the following proposed Classified reclassifications and new entitlement:
  - **Reclassification - International Student Program Specialist** – This proposed reclassification request was proposed is being recommended for approval from a Secretary I to International Student Program Specialist. The proposed reclassification will be District funded at

Dr. Matt Wetstein made a motion to approve this request; seconded by Amal Elayyan; approved unanimously.

monthly increase of \$245, including benefits, or \$2,940 annually.

- **Revised Job Description Reclassification** – This request is to revise the current Senior Financial Aid Specialist
- **Reclassification – Senior Financial Aid Specialist** – This request is to reclassify the incumbent Financial Aid Specialist to Senior Financial Aid Specialist. This position will be assigned to work specifically with loan programs, especially the Federal Loan Program. This program has grown significantly in the past two years and has experienced an approximately 30% growth rate. The incumbent currently is performing the responsibilities of the position. The monthly increase would total \$231 monthly, including benefits or \$2,771 annually.
- **Entitlement Increase – Senior Office Assistant (DSPS)** – This request is to increase the current vacant position of Senior Office Assistant (DSPS) from a .5 FTE 12-month to a 1.0 FTE 12-month position. The Senior Office Assistant in DSPS is the front desk reception and general clerical assistance for the office. The need for a full-time receptionist/clerical support has long been identified. The retirement of the incumbent .5 FTE presents an opportunity for the department to meet their needs. This proposal would be categorically funded. The monthly salary will increase \$1,344 or annually \$16,128; and the cost of benefits will increase \$1,262 per month or \$15,144 annually. The total increased annual cost would be \$31,265.
- **New Entitlement - Dispatcher** – The request is for one new entitlement for a Dispatcher, 1.0 FTE, 12-month for the Campus Police. This proposed entitlement was approved through the Appreciative Inquiry process for 2008-09. Starting in 2007, the Campus Police Department anticipates adding one new Dispatcher each year for the next three years. As Dispatchers are hired each year, the number of temporary student employees working as Dispatchers will be reduced significantly. This position will be District funded from the general fund. The cost of the salary at Step A will be \$2,800 per month or \$33,600 annually. The cost of benefits will be \$1,772 per month or \$21,264 annually; totaling \$54,856 annually.

The revised job description for Senior Financial Aid Specialist; Reclassification of Financial Aid Specialist to Senior Financial Aid Specialist; Entitlement Increase of the Senior Office Assistant/DPS; and the new entitlement for Dispatcher were grouped and voted on together.

Claire Tyson made a motion to approve these requests; seconded by Kathy Hart; approved unanimously.

**Measure L**

**Communications**

**Reports from Subcommittees & Committees**

**Grant Applications**

**Program Review Recommendations:**

First Reading

Second Reading

**Information Items**

Amal Elayyan introduced a new classified appointment to the Committee:  
Debora Hernandez.