

# Budget Committee Agenda

Wednesday, January 22, 2020  
SSV-151  
2:30 p.m. - 3:30 p.m.

**Type of Meeting:** *Regular*

**Please Review/Bring:** *Agenda, Minutes and Supporting Documents*

**Committee Members:**

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)	Standing
Van Rider, Co-Chair	Academic Senate President or Designee (Co-Chair)	Standing
Kevin North	Adjunct Faculty Representative	2019-2020
Cameron Zappetta	ASO Representative	2019-2020
Wade Saari	Classified Representative	2019-2020
Nichelle Williams	CMS Representative	2018-2021
Riley Dwyer	Dean of Academic Affairs	2019-2022
Jill Zimmerman	Dean of Student Services	2017-2020
<b>Svetlana Deplazes</b>	<b>Enrollment Management Committee</b>	<b>2019-2022</b>
Jared Simmons	Facilities	2017-2020
<i>Vacant</i>	Faculty Representative	(3-year term)
Harmony Miller	Human Resources	2019-2022
Rick Shaw	Information Technology Committee	2019-2022
Karen Heinzman	Outcomes Committee	2017-2020
Richard Fleishman	Program Review Committee	2018-2020
Vanessa Gibson	Student Success Committee	2019-2022
Pamela Ford	Classified Union	2017-2020
Violet Christopher	Faculty Union	2018-2021

**Ex-Officios:**

Les Uhazy	Interim VP Academic Affairs, Ex-Officio	Standing
<b>Jennifer Burchett</b>	<b>VP HR &amp; Employee Relations, Ex-Officio</b>	<b>Standing</b>
Erin Vines	VP Student Services, Ex-Officio	Standing

Items	Person	Action / Notes
<b>I. Approval of Minutes:</b> October 23, 2019 Meeting	Ms. Keelen	
<b>II. Information Items:</b> Introduction of New Members	Ms. Keelen	
<b>III. Discussion Items:</b> Review Budget Request Scoring Process	Ms. Keelen	
<b>IV. Review Fiscal Health Risk Analysis</b>	Ms. Keelen	



<b>NEXT MEETING DATE:</b> February 26, 2019		
<b>2020 DATES: <del>1/22</del>, 2/26, 3/25, 4/22 (Joint SPC &amp; BC), 5/27, 6/24</b>		

# Budget Committee Minutes

Wednesday, October 23, 2019  
SSV-151  
2:30 p.m. – 3:30 p.m.

**Type of Meeting:** *Regular*  
**Note Taker:** *Rhonda Burgess*  
**Please Review/Bring:** *Agenda, Minutes, Supporting Docs*

**Committee Members:**

Diana Keelen, Co-Chair	Executive Director of Business Services (Co-Chair)
Van Rider, Co-Chair	Academic Senate President or Designee (Co-Chair)
Kevin North	Adjunct Faculty Staff
Cameron Zappetta	ASO Representative
Wade Saari	Classified Representative
Nichelle Williams	CMS Representative - <b>ABSENT</b>
Riley Dwyer	Dean of Academic Affairs
Jill Zimmerman	Dean of Student Services - <b>ABSENT</b>
VACANT	<i>Enrollment Management Committee</i>
Jared Simmons	Facilities
VACANT	<i>Faculty Staff</i>
Harmony Miller	Human Resources
Rick Shaw	Information Technology Committee - <b>ABSENT</b>
Karen Heinzman	Outcomes Committee
Richard Fleishman	Program Review Committee
Vanessa Gibson	Student Success Committee - <b>ABSENT</b>
Pamela Ford	Classified Union
Violet Christopher	Faculty Union

**Ex Officios:**

John Hutak	VP HR & Employee Relations, Ex-Officio
Erin Vines	VP Student Services, Ex-Officio
Les Uhazy	VP Academic Affairs, Ex-Officio

Items	Person	Action
I. <b>Approval of Minutes:</b> August 28, 2019 Meeting	Ms. Keelen	Minutes were approved as presented.
II. <b>Introductions</b>	Ms. Keelen	All attendees introduced themselves. Cameron Zappetta is the new ASO representative, Harmony Miller the new HR representative and Karen Heinzman moved from the Faculty representative to the Outcomes Committee representative.



<b>III. Information Items:</b> 2020-2021 Budget Call	Ms. Keelen	Ms. Keelen reviewed the budget call process and documents.
<b>IV. Review Charter and Ground Rules</b>	Ms. Keelen	Charter and Ground Rules were reviewed with no changes.
<b>V. Fiscal Health Risk Analysis</b>	Ms. Keelen	Ms. Keelen reviewed the Fiscal Crisis & Management Assistance Team (FCMAT) fiscal health risk analysis as a suggested practice for the Budget Committee and the importance of it as a preventative tool.
<b>VI. Discussion Items:</b> Annual Goal Setting	Ms. Keelen	Goals were discussed as follows: <ol style="list-style-type: none"> <li>1. Alleviate the unrestricted fund where possible by shifting legally allowable expenditures to grants and categorical programs</li> <li>2. Complete the Financial Crisis Management Assistance Team (FMCAT) fiscal health analysis and include as an annual review <a href="https://www.fcma.org/fiscal-health">https://www.fcma.org/fiscal-health</a></li> <li>3. Perform a review of the SCFF and budget impacts at Advanced, P1, P2 and Recalculation Apportionment Reports</li> <li>4. Provide training for new Budget Committee representatives</li> </ol>

**NEXT MEETING DATE:**  
**Joint SPC & BC – October 30, 2019**  
**Budget Committee - November 20, 2019 Tentative pending member availability**  
  
**2020 DATES: 1/22, 2/26, 3/25, 4/22 (Joint SPC & BC), 5/27, 6/24**

# Fiscal Health Risk Analysis for Community Colleges

The Fiscal Crisis and Management Assistance Team (FCMAT) has developed the Fiscal Health Risk Analysis (FHRA) as a tool to help evaluate a community college's fiscal health and risk of insolvency in the current and two subsequent fiscal years.

The FHRA includes 18 sections, each containing specific questions. ***In this Excel file, every question in every section must be answered with a "Yes," "No," or "N/A" for the scoring at the end to be accurate.*** Unanswered questions will be counted as "no" answers and thus will raise a district's risk score.

Each section and specific question is included based on FCMAT's work since the inception; they are the common indicators of risk or potential insolvency for districts that have neared insolvency and needed assistance from outside agencies. Each section of this analysis is critical to an organization, and lack of attention to these critical areas will eventually lead to a district's failure.

The greater the number of "no" answers to the questions in the analysis, the higher the score, which points to a greater potential risk of insolvency or fiscal issues for the district. Not all sections in the analysis, and not all questions within each section, carry equal weight; some are deemed more important and thus count more heavily toward or against a district's fiscal stability percentage. For this tool, 100% is the highest total risk that can be scored, thus a low total percentage score is desirable. A "yes" or "n/a" answer is assigned score of 0, so the risk percentage increases only with a "no" answer or with an unanswered question.

A score of 40% or more is considered high risk; a score of 25%-39% is considered moderate risk; and a score of 24% or lower is considered low risk.

Identifying issues early is the key to maintaining fiscal health. Diligent planning will enable a district to better understand its financial objectives and strategies to sustain a high level of fiscal efficiency and overall solvency. A district should consider completing the FHRA annually to assess its own fiscal health risk and progress over time.

**District**  
**(Enter district name on the Tool tab)**

Low	Moderate	High
< 24%	25-39%	40% <

**Score**  
**9%**

## Score Breakdown by Section:

*Note: Categorical values will calculate after all questions are answered with a "Yes", "No" or "N/A" on the Tool tab.*

*Because the score is not calculated by category, category values provided are subject to minor rounding error and are provided for informational purposes only.*

Annual Independent Audit Report	0.0%
Budget Development and Adoption	1.7%
Budget Monitoring and Updates	2.1%
Cash Management	0.0%
Collective Bargaining Agreements	0.8%
Intrafund and Interfund Transfers	1.0%
Deficit Spending	0.0%
Employee Benefits	0.0%
Enrollment and Attendance	1.2%
Facilities	0.1%
Fund Balance and Reserve for Economic Uncertainty	0.0%
General Fund - Current Year	0.0%
Information Systems and Data Management	0.0%
Internal Controls and Fraud Prevention	0.6%
Leadership and Stability	0.0%
Multiyear Projections	0.0%
Non-Voter-Approved Debt and Risk Management	0.0%
Position Control	1.0%