The meeting was called to order at 10:10 a.m.

Approval of Agenda – A. Tomlinson
M. Yanez moved to approve the agenda as presented; N. Barakat seconded. Motion approved.

Approval of Minutes – A. Tomlinson
Motion to accept the minutes from 10/22/13 with a correction of 3:20p.m. as the adjournment time. N. Barakat moved to accept the minutes with the correction; M. Yanez seconded. Motion approved.

Campus Budget Update – A. Tomlinson
A. Tomlinson distributed and reviewed the December closing. We started the year with $27.6M. We are expecting $2.26M in additional revenue which we will not get until May or June. Our projected revenue for the year is $30.4M. We have balanced the budget by showing we will spend $30.4M. In past years, we have operated on about $31M to $32M. Our goal for the year is not to have a deficit.

A. Tomlinson noted the December closing report is only program 100 and does not include the grants or categoricals.

S. McMurray questioned why the district does not release some of its reserve to the colleges for operation. There is no clear explanation except a large reserve gives the district a better credit rating.

FTES Report – A. Tomlinson
The FTES report was distributed and reviewed. For 2013-2014, Harbor had a total of 6,979 FTES which is 106.9% of the previous year. Our FTES base is 6,424. We grew more than the 3.63% district target but we will get a portion of the money back. A comparison of all nine colleges’ headcount, enrollment, section count, and class size was reviewed. L. Rosas explained the average class size is driven down because we added classes to fulfill the Harbor Advantage initiative. He noted this is the cost of student success measures. This initiative is covered by the state and we will eventually get money for it. Increasing our base was discussed.
2014 – 2015 Preliminary Allocation – A. Tomlinson
As of today, our preliminary allocation is $28M which only covers salaries, benefits and utilities. Right now there is no other money to put in the OP Plan. It is too early to say how much money we will actually get.

Grants Budget Presentation – S. Sanchez
S. Sanchez shared a chart that listed the current grants, the total award, and how much indirect goes to the college.
• The district gets a portion of the money.
• Indirects are based on expenditures.
• Money does not come in all at once and sometimes does not come until the end of the year.
• Program 100 does frontloads grants until the money comes in.
• The indirects are applied to general overhead expenditures.
• The district takes the indirect for Perkins and CTE Collaborative Grants.

S. Sanchez distributed another chart showing what the grants have contributed to the college, including equipment and salaries, during the first two quarters of 2013-2014. This amounts to about $761,000. On average, grants contribute about $1.2M a year in supporting activities and services on campus and about $128,000 in indirects.

Title III and Title IV do not allow for an indirect but the Title III Stem Grant is paying the salary for 3 years for an online multi-media specialist. The specialist also provides services campus-wide. This hire met the objectives of the grant and the needs of IT.

K. Blackburn opened the discussion on how we institutionalize the programs and positions that grants bring to the college. Institutionalizing grants need to be part of the colleges planning process and budget. Permanent positions brought by a grant need to go through an approval process. It was noted the Grants Committee is an Academic Senate committee, not a planning committee. The Grants Committee should be connected to the planning process through unit plans, cluster plans, and the HR plan.

Categorical Budget Presentation – M. Yanez
M. Yanez distributed a detailed explanation of the categorical programs at Harbor that are under her direct supervision. She noted all funding is annual and comes from the Chancellor’s office. She also included one grant from the Department of Social Services that ties in with the other programs. She explained each project including funding amounts, timelines, staffing, college support and objectives.

There was a discussion about frontloading the CDC program. M. Yanez noted the CDC earns its income. She explained the fee structure is old and the plan is to move towards a fee based model. She has charged the CDC director to assess the operations of the center and to draft a proposal on how to sustain the operation of the CDC. A. Patterson noted the CDC requires some support from program 100 since it is used by both the Child Development and Nursing programs. They are looking for grant funding for additional support. B. Young suggested additional funding for the CDC could be provided through Service Learning.

The meeting adjourned at 11:30 a.m.