
Present:	Anthony Asti, Sue Van Boven, Hank Mancini, David Matus, Sandy McDill, Bob Metivier, Stella Napoles, Chris Scinto
Absent:	Denise DiGianfilippo, Marsha Foster, Paul Golisch, John Snelling,
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REVIEW FPAT RECOMMENDATIONS TO PLT – [HANDOUT]

- All recommendations were accepted by PLT
- Begin filling existing budgeted vacancies with permanent board approved employees
 - Mechanism in place to allow exceptions
 - VPAS is part of the approval process
 - Develop a manual on managing budgets; refers back to Strategic Plan
- KSC reduction of hours
 - Add as a new recommendation: include other areas on campus in reduction of hours
 - Look at other areas after seeing how it works with KSC
 - Should we asterisk that no one is allowed to work out of scope?
 - Intent is not cutting staff
 - We want KSC staff to be cross-trained
 - Policy already exists about working out of scope

FUND 2 PROCESSES AND REVENUE USE – [HANDOUT]

- President approves full budget (all funds), therefore budget projection should reflect all monies
- Would this be outside the APB process
 - Haven't zeroed in on where everything is used
 - People don't know they have Fund 2 monies, therefore they don't budget it
 - Currently, if they don't spend the money the funds are moved to supplies
- All Fund 2 funds belong to area where they're generated except for Special Projects
- BDST would recommend the process for using Fund 2
 - Important to analyze the amounts to see where it's going, how it's used
 - People must understand that this is happening, i.e., roll into APB
- 230 funds can be used by department
- 250 funds are course fees and cannot be used otherwise
- APB requests should be based on needs irrelevant to revenue
 - Go in on back end to identify funds for requests
- 230, 250, 280 are not base built – exist as accounts to provide spending authority
 - Must have mechanism to identify the process
- Provide training for all managers
- BDST determines how funds are budgeted / spent; what about excess funds?
- There was an agreement during development of new AAEC location that there will be payback to Fund 7; As part of Q building development, we needed to rearrange where AAEC was located and used Fund 7 to do this. It now needs to be paid back. No timeframe spelled out for this.

► **ACTION ITEM: NEED TO FIND OUT HOW MUCH NEEDS TO BE PAID BACK**

- Rental revenues go to facility maintenance after this is paid back
- Leave in Fund 2 for more flexibility?
- FPAT should spell out: certain percentage of Fund 2 rental funds used as Fund 7
 - Some funds are earmarked for certain things; some revenues are consistent from year to year
 - Use Fund 2 revenue to free up dollars in Fund 1 for full-time employees
 - Don't want to determine use of 100%, but don't want to be so conservative that we're neglecting needs
 - Identify dollar amount and use equivalent of Base for something else
 - Can we get rid of Temp \$\$ and use Fund 2 to pay for Temp Wages
 - There is benefit in leaving all Temp Wages in same fund; makes tracking easier
 - What does the functional area want to use funds for and if they don't have anything money can be used elsewhere; this is how this can be spelled out in the budget, e.g., Digital Imaging in A&R would be one time only expense and would eliminate files storage
 - Percent used every year to offset Base Budget

45TH DAY SEMESTER REVIEW – [HANDOUT]

- Work out how FPAT and BDST will act collectively
- Mid-year review (mini budget): year to date analysis to make sure we expense as much as possible
- If we have money left over, design a process by which people can request one-time funding
 - Should FPAT be able to approve on-going costs, one time only funds?
 - President has final approval
 - Process should recommend:
 - Who should present request
 - Who should analyze request
- What does review accomplish?
 - Comparison of July 1 – Sept 30 Actuals vs. Budget
 - How do we equalize spending month-to-month?
 - We know Wages is consistent because any increase would be at start of fiscal year
 - May – June: 9 month people fall off budget
 - Burn Report allows us to analyze monthly expenses and projections
 - Look at reserves in Disability Services
 - On track with FTSE or not
 - Review after 45th Day; this happens twice per year
 - Control – how many deficits?
 - Analysis allows consistency in how we use funding
 - Spread the planning process over the course of the year
 - Should we wait until Spring Registration to see where we will be for the year?
 - Make it part of regular Friday meeting
 - What would be appropriate timeframe if we wanted to distribute money to increase FTSE?
 - We're pretty sure this year's carry forward will be more than 5%, so we should put that money to work for us now
 - Should we recommend a blanket statement that a certain percentage of excess be used for marketing / recruitment / advertising?
 - Dual / Concurrent enrollment makes a good revenue stream – Seven AAEC students graduated with their AA before they got their high school diploma
- Look at current fiscal status and compare to last year
 - Burn Report: broken out into 20 units
 - Need more details on Contracts, Professional Services

- Departments with reserves must report anticipated needs
- Leads to stronger budget for FY-13
- Vacancy savings year-to-date are significant – there are vacancies that don't yet show on report
- Recommendation to fast-track hiring
 - Bolstering HR department to be able to accomplish this
 - Adding another Temp to HR office won't help; must be a permanent employee
 - HR function coming to campus – don't yet know when it will happen
- Year to date review
 - Huu's projection report seems most accurate
 - Look at reserves
 - Why carry forward will be greater than 5%
 - Look at how much FTSE is generated
 - Biggest cost lines are salaries; they are consistent month-to-month
 - Utilities
 - Part time
 - Intent is to use funds throughout the year rather than use all at end of year – is there a conservative amount that can be released at mid-year analysis?
 - VPAS / Budget Office must do the analysis and recommend amount
 - Let's work out what makes sense and present along with rationale
- FPAT's role is to review budget presentation from Business Office and to validate / support findings and recommended action; BDST develops process going forward from this
- Essentially works like a Supplemental Budget Request in reverse: "Here's some money; go do something good with it."

DEVELOPMENT OF 5-YEAR PLAN – [HANDOUT]

- How much detail is needed?
- What percentages
- Tie to Strategic Plan
- Tie to FTSE growth with plus/minus factors
- All funds considered
- Build in inflationary increases
- Salary increases come from DO, so not a factor
- Some budget comes from DO; need to isolate this
- Black Mountain expenses for faculty have not yet been transferred to 515 funds
- Do we have a realistic 5-10 year plan for Black Mountain?
 - There is a committee which will do this
 - Can we duplicate Charter School plan up there?