**UNADOPTED**

**GLENDALE COMMUNITY COLLEGE DISTRICT**

**BUDGET COMMITTEE MEETING**

**MINUTES**

**November 9, 2023**

**Zoom Meeting**

**12:20 – 1:30 pm**

Amir Nour & Michael Scott – Co-Chairs

**Present Voting:**

Amir Nour (Co-Chair) ) Michael Ritterbrown (Admin) Irina Shumakova (CSEA)

Michael Scott (Co-Chair; Guild) Angineh Baghoomian (Admin) Elin Gharibian, AS President Paul Schlossman (Admin) Alexandra Christy (Senate) Erik Balians, AS VP Admin

Brittany Grice (Admin) Terry Flexser (CSEA)

**Present Resource:**  Lauren Lampietti, Director, Network System & Operations; Stacy Jazan, Faculty Coordinator of Institutional Effectiveness

 **Quorum (6): 11** out of 11 voting members present.

**Guests*:***  Afsaneh Abyari; Agnes Eguaras; Alfred Ramirez; Andy Stires; Daphne Dionisio; Drew Yamanishi; Ed Karpp; Freddy Saucedo; Heidi Jenkins; Hoover Zariani; Jason Bender; Jeremy Talaoc; Jessica Loguercio; Marie Elguira; Tamar Aryapetyan; Toni Reyes; Zohara Kaye.

The meeting was called to order by Co-Chair Amir Nour at 12:20 pm.

1. **Approval of Minutes of October 12, 2023 Meeting** (Standard III.D.2-3)**:**

**MSC –** (Shumakova/Scott) to approve the minutes of October 12, 2023, as presented. Motion passed unanimously.

1. **Informational Items: None**

1. **Old Business**:
2. 2023-2024 Fiscal Implications of Preliminary Final Budget and the Governor’s Tentative Budget Update (Standard III.D 1-3, 5-13

Co-Chair Nour reported to the committee on his recent ACBO (Association of College Business Officers) seminar. State revenue is down. The three major sources of revenue, personal, corporate and sales tax are all below projections. Personal income tax is down by $14 billion compared to the May Revise estimates. This is largely due to a drop in Capital Gains revenue drop. Additionally, the deadline for filing taxes have been deferred once again to November. However, this does not make a great difference to the bottom line as the announcement came after the previous deadline of October 15, 2023. The State is projecting a 1/3 revenue loss compared to the May Revise. However, property taxes came in higher than expected. The upcoming holiday season, with shopping will determine how much additional sales taxes revenue will receive. From the 2022-2023 the State took approx. $6.5 million in deferred maintenance, it may be returned in whole or a portion of it. In addressing this deficit, the State is looking at the following options:

* Use one-time funds in the form of Rainy Day fund.
* Deferrals – a portion of the revenue that the colleges are entitled to. This would be for the following fiscal year.
* Cuts – where these would be is still unknown, however based on previous history, restricted funds are usually affected first. A clearer picture will emerge at the January update of the Governor’s budget. Co-Chair Amir clarified that the cuts would be for the 2023-2024 budget and not 2024-2025 budget.
1. **AR 6200** – The District’s Budget (2nd Read)

**MSC** – (Schlossman/Gharibian) to approve AR 6200 as presented with revisions. Motion passed unanimously.

1. **AR 6300** – Fiscal Management (2nd Read)

**MSC** - (Flexser/Shumakova) to approve AR 6300 as presented. Motion passed unanimously

1. **AR 6305** – District Reserves

**MSC** – (Ritterbrown/Schlossman) to table AR 6305 until the next meeting. Motion passed unanimously.

1. **Resource Requests**

Michael Ritterbrown presented the results of resource requests from Instructional Services. There were 36 requests on the list and many have already been funded. Included were a number of purchases, for instance, physics equipment for $145,000. However, there are not a lot of Fund 01 requests. For instance, in the 2021 requests 7 out of the 35 were from the Fund 01 as most are from Categorical Funds. Daphne Dionisio suggested Michael Ritterbrown forward the information to departments with precise notations of funded, pending or not funded requests. Michael concurred stating he will create an annotated version to send to departments.

1. **PARS Supplementary Retirement Plan**

Packets are scheduled to go out today to eligible recipients. A follow up workshop will take place week of November 13, 2023. Any additional concerns/questions can be addressed on January 20th or 25 of next year.

1. **New Business**
2. 2020-2021 SRP Savings

There were 44 total retirees. 21 certificated employees, with a net savings of $3,331,499.20 in the first year. However, in response to a question from Co-Chair Scott, Co-Chair Nour revealed that the replacement cost for these positions was not factored in the any of the total net savings. He promised to include that information in this round of retirements. There were 3 certificated managers, with total net savings of $545,045.00. There were 17 classified employees with total net savings of $1,569,085.5. There were 3 confidential employees, with net savings of $426,521.08. Total vacation payout was $478,293.55.

For the current SRP, the following requirements must be met:

65% level of annual salary:

38 employees required

16 full time eligible academic

15 eligible classified

 7 eligible cert/classified managers

75% level of annual salary:

43 employees required

18 full time eligible academic

17 eligible classified

 8 eligible classified/cert. managers

1. Other
2. Income Statement

 Regarding Fund 01, the adopted budget remains unchanged from the current budget since no amendments on Fund 01. Total transactions as of October 31, 2023 is $44,149,564. Total Fund balance as of October 31 is $21,824,798. This fund balance is higher than normal due to the fact that certificated payroll is issued on the 1st for the previous month. General Apportionment is at $84,827,897. A significant amount of property tax will be received in April or June, 2024. Blank line items indicates funds have not been received.

1. Financial Reporting

 This only covers Fund 01 and provides a summary of budget line items, as well as the encumbrance amounts as of October 31, 2023. Co-Chair Nour willing to share other Funds, he can include it in the next run. Scott suggested the Fund 03 accounts. Amir agreed to present it separately at the next meeting.

1. Cash Flow Statement

 Year to date cash flow total through October 31 is $35,930373.95. Cash flow forecasts through June, 2024 is $121,914,509.00.

1. **Adjournment**

 The meeting adjourned at 1:08 pm.

  *Minutes recorded by Rosa Buford, Administrative Assistant IV Confidential, Administrative Services*