



## Basic Aid Allocation Recommendation Committee (BAARC)

### **MINUTES**

**March 9, 2012**

9:00 am - 11:00 am • Irvine Valley College  
President Conference Room 126

Members Present: Debra Fitzsimons, Earlene Munder, Kim McCord, Mike Sauter, Nicole Ortega, Dan Walsh, John Ozurovich, Bob Bramucci, Davit Khachatryan, Craig Justice, Brandye D'Lena, John Edwards, Denice Inciong, Don Busche, Bruce Hagan, Bruce Gilman, Carol Hilton

Not Attending: Lisa Davis Allen

---

#### **Committee Charge:**

This governance committee is charged with implementing the BP-3110 and AR-3110-Basic Aid Allocation Process and utilizes plans developed by other District-wide Committees and Councils. The Basic Aid Allocation recommendations follow the Annual Basic Aid Allocation Cycle which parallels the SOCCCD annual budget development process.

---

#### **Convened:**

The meeting convened at 9:08 am.

#### **1. Welcome and Introduction of Members**

Dr. Fitzsimons welcomes and introduces all members of the committee.

#### **2. Distribute BAARC Binders (Handout #1)**

The members are reminded to bring their binder to each meeting.

#### **3. Committee Composition and Role of Committee**

- District-Wide Planning and Decision Making Manual 2011-2014.

The members are advised they are here to implement the Board Policy and Administrative Regulation 3110 and March, April & May are critical months in accomplishing distribution of the Basic Aid funds. Committee recommendations will go to the chancellor and finalized into the budget. The manual was reviewed with an emphasis on the philosophy, rules and roles of the members.

#### **4. What is Basic Aid?**

The committee reviewed and discussed the definition of basic aid and its relationship to property taxes.

- 5. Board Policy-3110: Basic Aid Funds Allocation Process**  
The committee reviewed and discussed the board policy with emphasis on the 5 areas of distribution of funds.
- 6. Administrative Regulation-3110: Basic aid Allocation Process**  
The committee discussed and reviewed the administrative regulation, timeline, annual cycle, 5 year construction plan and EFMP. Further discussion included the role of the Capital Improvement Committee and other committees and governance groups share in recommending to BAARC. The recommendation process will be reviewed annually and revised as appropriate to ensure transparency and an effective process.
- 7. PowerPoint Presentation of Board Policy and Administrative Regulation-3110**  
The committee reviewed and discussed the presentation.
- 8. Committee Meeting Schedule**  
The committee reviewed and approved the meeting schedule. Plans and priority lists will be reviewed at the next two meetings. A recommendation needs to be forwarded to the Chancellor by May to meet the budget cycle.
- 9. Committee Protocol**  
The committee reviewed and approved/adopted, with no dissensions, the protocols with changes to #5.
- 10. Review of Basic Aid Report (Monthly Board Report)**  
The committees reviewed the report of all the projects funded previously by basic aid and were advised that remaining funds from a project are returned to basic aid funds for allocation after one year of capital project completion. For typically there is an over estimate of funds required for a project to prevent having to return to the committee to request additional funds to complete the project. Any changes in the scope of work are agreed to by the District Director of Facilities/Planning and in conjunction with college Directors of Facilities. The Schedule Maintenance funds have a firm time limit of 5 years, which differs from the Capital projects.
- 11. Report on Property Taxes – Amount Available for Allocation**  
This item will be one of the first items on the agenda at the next meeting.
- 12. Next Steps for BAARC**  
At the next meeting the Capital Improvement Committee's (CIC) report with recommendations for capital, scheduled maintenance, and related projects will be reviewed.
- 13. Next Meeting – March 30, 2012 – 8:30 am to 10:30 am**  
Meeting confirmed by committee members.
- 14. Adjourn**  
Meeting adjourned at 10:55 am

*Minutes: Basic Aid Allocation Recommendation Committee -March 9, 2012*

Minutes prepared by: Cheryl Dobbie, Executive Assistant, Office of the Vice Chancellor, Business Services

Minutes approved: March 30, 2012