

BUDGET COMMITTEE
OCTOBER 10, 2011

Present: Greg Chamberlain, Joyce Ester, Meg Stidham, Kris Toler, Nan Gomez-Heitzeberg, Stephen Eaton, Mike Stepanovich, Kate Pluta, Jennifer Marden, Corny Rodriguez, Lynn Krause, LaMont Schiers, Debbie Spohn (recorder)

Review Agenda

Add integrated planning to the agenda. What are next steps in terms of what this committee should be working on?

Review Committee Charge

In reviewing **committee goal #1** is to identify and acquire the necessary training to function effectively as committee members. The committee needs to identify the type of training needed and move forward with setting it up.

Regarding **committee goal #3** – Develop criteria for budget decisions, College Council didn't formally approve the budget criteria document.

☞ ***Action item: Greg will put formal approval on the next College Council agenda so that the minutes reflect the action taken.***

Regarding **committee goal #5** – Annual review and modify the criteria – Is spring 2012 appropriate for the annual review? Nick answered that it depends on where in the APR's the programs are, to determine who/what is impacted.

Regarding goal #6 – Establish clearly articulated processes for reviewing budget requests – This fall, the committee needs to develop a communication plan on budget impact information.

Goal #10 – Meet at least once a month - Completed and on-going.

Goal #8 – Review the budget input and development process and documents completed by department chairs and managers to improve processes and forms. The committee should consider an annual assessment process in the spring

Goal #12 – Advocate for timely budget projections - complete for this year; but this should continue to be monitored.

The question was asked about what happens after APRs are submitted with regards to budget requests. Plans, processing, and implementation guidelines should be part of the criteria document.

Timeline

☞ **Action item: A review of the timeline will be on the agenda for the next meeting.**

A request for faculty positions currently follows this path for approval: Dept – Dean – VP – Pres – Board – Chancellor.

Committee Report

The budget criteria document needs to provide a delineation between various decision types such as regular on-going expenses vs. special circumstances.

Next Steps

Greg stated he was hoping to end today's meeting with prioritized next steps. Numbers 2, 6, & 7 are linked; these items can be discussed together this fall. Another fall item would be #9, as a communication plan is an essential building block to each area, and should be developed right away. Working on these should be enough to move the committee forward.

☞ **Action item: Nan will forward information to this committee and college council regarding what is happening at the state level.**

Writing down what we already do is an excellent place to start. Kate asked if any other college has a communication plan that can be used as a model. We could bring amber in to work with us when we get ready. Corny state we have to identify what we think we are doing. Greg forwarded a link to the AACC report on student success to this group, College Council and Admin Council. This report shows an increase in awards; the report also shows that we are making inroads into the Latino and black populations. E mail norms could be part of a communication plan.

☞ **Action item: At the next meeting, be prepared to brainstorm as a group the types of things expected to be communicated; Amber will be invited to join the meeting for this discussion.**

The next committee progress report is due Dec 1, 2011 to College Council and Academic Senate.

Budget Updates

Nick asked if the charge document was finalized; how do we go about? Any suggestions for changes to the DMD regarding the Committee Charge, structure, or duties of the Budget Committee should be forwarded to College Council for consideration.

Recent Legislation

The governor signed SBX. Any fee increase won't happen until summer 2012.

☞ **Action item: Greg will forward the legislation report to budget group.**

AB 743 deals with a centralized assessment system; outside funding was secured to finance this. The colleges will bear the cost of the on-going assessment; the full financial impact remains unknown. There are a number of schools that do not use outside vendors and write their own assessments.

SB 774 authorizes an increase in parking fees to a maximum of \$50 per semester. BC currently charges \$30 per semester. The fees currently collected are not enough to cover the full cost of maintaining the parking lots. Raising fees and/or charging staff for parking are options that need to be considered. The daily rate at BC is \$1/day. CSUB just raised their daily rate from \$2 to \$5. The legislation doesn't address daily rates.

New Faculty

Three retirements have been submitted for 2012 from BC. The Chancellor is considering the number of recruitments at around 25 new faculty positions district wide. This discussion will take place at Chancellors Cabinet, and each college will be given a number of positions to be filled. Filling retirements will be over and above replacements.

The district will get our Faculty Obligation Number (FON) later this month. There is some speculation that the Board of Governors will suspend the FON again; it has been suspended for the previous three years. All colleges are to have our initial recommendations to the chancellor by the first week of November. FCDC will vote on those recommendations. The criteria from the chancellor went out to FCDC.

☞ **Action item: Nan will check with Kellie on faculty selection criteria.**

We will not be adding sections based on new faculty.

It was suggested that a discussion for the FAQ be included on the following topics: goal, cap, target.

Integrated Planning

ASC want to make sure that everyone understands what integrated college wide planning is. To raise awareness and assess the current level of understanding, ASC developed four questions:

- 1) **What is "integrated collegewide planning"?**
- 2) **What data/reports inform this process?**
- 3) **What role do you have in this process?**
- 4) **Is your role accurately represented in the Decision Making Document?**

An example of integrated planning is the process of developing the new APR, which links into budget proposals, which links into faculty proposals, which link into budget.

The next date – 10/24 must be changed. There is a grant meeting with the consortium that meets at West Hills Community College; Kim Van Horne and Cindy Collier will be invited. Lamont will be out of the district also. Watch for a request on outlook to move the meeting to 10/31.

👉 ***Action item: Lamont will share and explain the report listing of items that have been paid out of carryover funds.***