

**BUDGET COMMITTEE**  
**September 22, 2014**  
**3:30 p.m. – 5:00 p.m. in A-5**  
**Minutes**

**Chairs:** Anthony Culpepper and Steven Holmes

**Present:** Tina Johnson, Steven Holmes, John Gerhold, Cindy Collier, Meg Stidham, Zav Dadabhoy, Nan Gomez-Heitzberg, Reggie Bolton, Nick Strobel, Sonya Christian, Anthony Culpepper

**Recorder:** Somaly Boles

**Introductions**

Steven Holmes is the new head of Academic Senate. John Gerhold is the co-chair for Accreditation Standard III-D. Lynn Krause is the secondary for Accreditation.

**Review Committee Charge and Goals**

Charge and goals are pending or completed. Updates can be discussed through email.

- ↪ *Action item: Members will send updates or changes to the Committee Charge and Goals through email.*

Steven Holmes stated the committee is missing one faculty representative.

**Budget Allocation Model (BAM) 2014**

The district office (DO) has expressed an interest in revisiting BAM. BAM is the allocations determined by the district. Steven will bring up BAM for discussion at the District Consultation Council on September 23. BAM and the annual program review should tie in together. All constituency groups should be able to add input. The allocation model was to be reviewed annually. It should be retitled to the Effectiveness Model. It may be an 18-month process to build a new model. Part of the discussion will be if decentralizing services within campus would be more effective than at the district level.

Sonya commented that the question to consider is “Are we being effective?” Sonya gave an example of if institutional research should only be at the district level or if there can be satellite locations on campus. Nick asked who would be evaluating how effectiveness is determined. Steven answered that we could use comparative analysis with other college districts.

Steven stated the District Consultation Council is the only districtwide committee. He would like to suggest to the District Consultation Council to create a districtwide taskforce to review BAM. Steven stated there needs to be three components: a BAM taskforce, a districtwide program review committee, and a districtwide budget committee. All will determine if the district is being efficient with services. Campuses would like to be a part of the creation of expenditures. The district increased their IT by \$750,000 and campuses had no say in the budget expenditure. Anthony stated whoever is on the task force will report back to the Budget Committee. The allocation model has been inconsistent and not in use.

Nan shared that representatives from the three campuses reviewed the previous BAM. The previous BAM subcommittee provided recommendations to the DO but there were no changes. John and Cindy

stated if there is a sanctioned districtwide committee and if we approach it from determining efficiency and provide data, the district will consider recommendations.

Reggie commented that we have issues on campus that we should work on so that when we go to the district, we will be prepared for any questions regarding our campus. Sonya stated a part of the committee may look into our internal processes and updating the Closing the Loop document to clearly connect program review with budget.

**It was determined the main focus for the Budget Committee will be the following items:**

- Program review – revisit and directly see between program review and budget; department budgets need to come to the committee
- BAM – broader external review on the district level
- Closing the Loop document
- Accreditation Midterm Report

**Accreditation Midterm Report**

Section III. D. of the Midterm Report is Financial Resources. The chairs are John Gerhold and Anthony Culpepper. The Budget Committee consists of the standard review committee members.

The requirements for Section III. D. are as follows:

1. Eligibility requirements for accreditation ACCJC has for minimum standard – audited at the district level, enough resources (faculty, etc).
2. 16 bullets to address – give one bullet out to a small group to work on.

Assignments of Standard III. D. Table Items:

- Anthony will take the lead on items requiring financial and budget evidence; items 5-16.
- Zav will take the lead on items 15 and half of 1.
- Nick will take the lead on item 2.
- Steve will work with Zav on item 1.
- John will take the lead on item 3.
- Cindy will take the lead on item 4.

↪ *Action Item: Post all relevant evidence to support the item in the shared drive; other team members will be consulted to assist in the writing to support the item evidence.*

**Budget Development Timeline**

The Budget Development Timeline provides a guideline for budget development.

↪ *Action Item: Post Budget Development Calendar.*

**Full-Time Equivalent Student (FTES)**

Sonya stated the face of BC is the classes we offer. We have reduced classes due to funding. When we do not have classes and we are turning students away, we are not leaving a good impression on the community. The state is willing to fund up to 2.7% growth for 2014-15. Tom Burke had stated to Sonya

that we can grow up to 3.4%. Anthony has calculated for a 4% growth. The perception is BC is not meeting the 50 percent law compliance. We are internally at 61%. The numbers will be finalized after Consultation Council.

FTES will be on the next agenda and will be added to the agenda for Enrollment Council meeting.