

# BUDGET COMMITTEE

October 28, 2019

4:00 p.m. to 5:00 p.m. in A-5

<https://committees.kccd.edu/bc/committee/budget>

## MEETING MINUTES

**Present:** Mike Giacomini, Zav Dadabhoy, Teresa McAllister, Steven Holmes, Somaly Boles, Gayle Richardson, Mary Webb, Meg Stidham, Kim Nickell, Angela Williams, John Gerhold, Jo Ellen Barnes

### **Minutes**

Mary Webb made a motion, Meg Stidham seconded the motion to accept the September 2019 meeting minutes. The motion was passed.

### **Standing Item: District Budget Committee Report**

Steven Holmes spoke about a forensic report from the District Office. The Chancellor wants us to use a request for public information. Nineteen out of twenty million were secured, an investigator was hired but the information was not shared.

There was discussion on budget allocation models and Steve indicated that there has been a higher level discussion of three budget allocation models. Important questions were asked, discussion on District Office services that are district wide and services that are internal. The Vice Chancellor is working with the committee regarding information on the services provided. Currently twelve million is spent internally and we asked for a more detailed discussion.

Source of other revenues were reviewed in a previous meeting. We are letting Mike look at it first.

WESTEC, primarily is in Shafter using our faculty, and they charge a contracted dollar amount for their services and we receive FTES. We do not see where the money from WESTEC was applied to Bakersfield College.

### **Budget Analyst Positions**

The vacated Budget Analyst position was filled by Somaly Boles. We will not fill the Budget Manager position and are currently hiring a second Budget Analyst.

### **Budget Committee Charge**

It was decided that the Budget Committee membership will include two Budget Analysts and no Budget Managers and the charge will reflect his change. John Gerhold made that motion and Angela Craft seconded the motion. The motion was passed.

### **Budget Open Forum**

Budget Open Forum is Monday 11/25/19 at 3:00 and will cover the adopted budget.

### **Budget Decision Criteria Document**

Budget Decision Criteria added "The", changed the date and minor formatting. John Gerhold made a motion and Meg Stidham seconded the motion. The motion was passed.

### **Budget Development Timeline**

Budget Office drafted a timeline and added what BC needs to know due to deadlines. The timeline draft is a work in progress. We are looking at next year with no increases in expenditures and ask that departments

look for ways to decrease expenses in your area. The Budget Office sent out Program Review Development spreadsheets and extended the deadline to get more returned.

We would like the Program Review Committee to put SharePoint back in for public use. Kimberly Nickell will create a Help Desk ticket to move the information.

The Budget Committee wants a budgeted vs actuals report. Juzar, from IT, sends out a report that is similar in Banner in which you can query monies as of today's date. If looking for final audited numbers the District Office provides that information. Interim Reports will come once a semester.

### **2019/20 Approved Department Budget Line Items and Issues**

A discussion on travel regarding whether a travel packet that goes through program review is approved and has money to pay for the trip, can it be denied? For a period of time there was a travel ban. At this point all travel is approved through respective Vice Presidents. Bakersfield College is looking more closely at travel.

### **Grant Fund Oversight**

There was a request to have a grant list on our website and Nick Strobel thought there was such a list at the District level. There was a request that grants be part of the open forum to highlight grants, foundation grants, and faculty grants funded through foundation or through BC restricted funds. It was noted that whoever the funding agency is determines if it is a RP (restricted fund) or through the Foundation.

### **Future Topics of Discussion**

Block grants and lottery funds. In times past budget decisions are made late in the budget cycle which puts pressure on certain people to spend money within a given deadline and the accompanying paperwork that is necessary to spend that money so as not to lose it due to end of year deadlines. Going forward we will have a different process for this fiscal year.

**Next meeting:** November 25, 2019