



**Budget Advisory Committee/
 College Planning Committee**
Minutes
 March 16, 2015
 Meeting



Approved by BAC

PRESENT:

✓	Eva Bagg	✓	Cindy Baker	A	Lou Anne Bynum	✓	Chris Carter
✓	Sem Chao	✓	Casey Crook	✓	Rose DelGaudio	A	John Downey
✓	Jeri Florence	✓	Ann-Marie Gabel	✓	Shauna Hagemann	✓	Thomas Hamilton
✓	Kenna Hillman	✓	Dina Humble	✓	Karen Kane	A	Brittney Lieberman
✓	Terri Long	✓	Joanna Martinez	✓	Lynne Misajon	✓	Eloy Oakley
A	Jorge Ochoa	✓	Greg Peterson	✓	John Pope	✓	Carlos Ramos
A	Karen Roberts	A	Rodney Rodriguez	A	Sigrid Sexton	A	Lynn Shaw
✓	Elijah Sims	A	Meena Singhal	✓	John Thompson	A	Dana Van Sinden
✓	Lark Zurich						

NOTE TAKERS: Janet Falcon and Maria Narvaez

Welcome and Introductions (Karen Kane, Chris Carter)

- Everyone was welcomed to the meeting. Introductions were made.

BAC Process

Karen informed the two groups why it is important for us to have a combined meeting. The meeting provides a way for both groups to understand the process that CPC and BAC go through as well as transparency within the two groups and transparency in the planning/resource allocation process.

Chris reviewed the charge of the Budget Advisory Committee.

- BAC guides the budget and assumptions and the committee also gets monthly updates on the Governor’s budget. Information is shared between different levels of the college to disseminate the information regarding the budget.
- Ann-Marie reminded the group we are currently building the assumptions for the budget, the FTES target is set and from there the budget is started.
- The Tentative Budget and Adopted Budget are developed based off the Governor’s Budget for the upcoming year.
- The Unrestricted General Fund is reviewed quarterly and the Restricted Fund is reviewed at least twice a year.
- The BAC develops the Budget Assumptions for the next fiscal year.
- The budgets are considered rollover budgets. They are based off previous year’s budget with adjustments for the upcoming year.

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- Eloy reminded the group BAC incorporates the Institutional Priorities into the budget and BAC falls under CPC. He also stated BAC develops the budget based off the program plans. CPC drives the planning process and the program plans.
- The handout of the Budget Assumptions and Implications was briefly discussed. The items that are highlighted are changed from the last year.

CPC and the Planning Process (Karen and Eloy)

Karen described the Planning Process for the District.

- Department Plans include goals and strategies along with resource requests. School Plans are then developed. From there, the Vice Presidents put together their VP Level Plan. Those plans are then shared at CPC to develop Institutional Priorities. The Institutional Priorities are shared with BAC to develop the budget and the allocations within.
- The Academic Senate included a plan for 2015-16 that falls under Academic Affairs. In the future other areas within Academic Senate, such as Honors and Curriculum, will also develop plans.
- Lark asked about new requests and how those requests are funded. Ann-Marie described one-time costs versus on-going costs and the budgeting of those items. If the proposed budget has a surplus, the needs for on-going costs would be discussed. Eloy added the Institutional Priorities should drive the resource requests.

Institutional Priorities (Karen)

(Refer to "Institutional Priority for 2015-2016 - DRAFT" handout)

Karen handed out a DRAFT document for Institutional Priorities.

- The overall requests were asking for "support" within their plans.
- The Institutional Priority for 2015-2016 with suggested changes is below:

Institutional Priority for 2015-2016

The top priority of the college is to enhance the infrastructure of the learning environment to directly improve the rates of student success as evidenced by the attainment of academic credentials.

In order to accomplish this top priority, the College will strive to:

- Maintain fiscal stability
 - Acquire and manage funding to support student success initiatives
 - Acquire and manage funding to support equitable outcomes to close achievement gaps
- Analyze and dedicate resources that build effective organizational structures college-wide
 - Evaluate need for reinstatements, reorganizations, filling vacancies, and/or hiring personnel
- Support implementation of the Pacific Coast Campus Educational Master plan
 - ~~Continue to evaluate the need and ability to increase GE course offerings~~
- Support effective integration of technology in the learning and work environment
- Support professional development in alignment with the Educational Master Plan institutional priorities

Because there was a quorum from CPC present, the members of CPC were asked to accept the Institutional Priorities as amended. There were no objections.

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Other –

- Eloy will be meeting with the Vice Presidents on March 17th to look at the plans and resource requests. He reminded the group the contract negotiations may still impact the budget.
- Lynne asked who determines the allocation of the resource requests. Eloy responded himself and the Vice Presidents review the Institutional Priorities and determine the resource requests. The Associate Vice Presidents are included in the meeting but only for informational purposes.
- Greg suggested there be a way to have resources available for those items that fall under an approved goal but that a specific resource was not requested. Terri added we need to tie in to department objectives.

Meeting adjourned at 4:29 pm.

Next Meeting – BAC will be March 23rd at LAC – T-1046 starting at 3:00 pm
CPC will be April 16th at LAC – T1046 starting at 2:30 pm