**COLLEGE OF ALAMEDA**

**BUDGET ADVISORY COMMITTEE**

**Minutes for September 12, 2018**

**Attendance:** MaryBeth Benvenutti, Diana Bajrami, Anna O'Neal, Kwanna Rollins, Don Miller, John Taylor, Charlene Roxas

**Absent:** Tina Vasconcellos, Jane McKenna

**Guests:** Ana McClanahan, William Bruce,

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| **TOPIC** | **PRESENTER** | **DISCUSSION** | **INFO/ACTION** |
| 1. **Agenda** | MaryBeth | Motion to approve agenda  All approved | Approved |
| 1. **Comments** | MaryBeth | Ana McClanahan request that she will put on the next Agenda for funding of Fab Lab  Diana request report from Integrated Plan (3SP, Equity, BS) | MaryBeth said she will add Ana’s request for next Agenda.  MaryBeth said she will contact Tina Vasconcellos to request report for Integrated Plan. |
| 1. **Appointments** | MaryBeth | MaryBeth said that in most committee, there will be a Faculty chair and Admin chair. In the Budget Committee, in the last few years, Classified was also one of the chairs. MaryBeth asked members if that is acceptable. All present members said yes.  Chairs:  Faculty: Diana Bajrami  Administrator: MaryBeth Benvenutti  Classified: Anna O’Neal  Motion to approve  Appointments approved  Diana requested if Rick can be her alternate member, sharing the faculty position with her. She believes that Rick’s experience and budget knowledge will be helpful.  MaryBeth said that it has to be approved by the Academic Senate Committee and the College Council  Don Miller said he will also talk to the President  Diana said she will bring it to the Academic Senate in the event that Rick agrees to the proposal, as Diana did not have an opportunity to discuss this with Rick, and he might not be interested to be an alternate member  MaryBeth had also requested that all Chairs should meet the Thu before the Committee meeting to discuss Agenda, previous minutes, and other related topics.  Chairs all agreed. | Appointment of Chairs approved  Diana will bring up Rick to Academic Senate after she discusses this proposal with him and only if she embraces it.  Don will speak to President  All 3 Chairs agreed to meet before Committee meeting |
| 1. **Review of Charges** | MaryBeth | MaryBeth invited everyone to look at the charges. She also noticed that the “developed by administrators” language, gave the impression of a top down approach to budgeting, which is not the case.  Don request the line which says “developed by administrators” be removed from the charges. *(Attached changes in Charges)*   1. Review budgetary policies, process, timelines, and disseminate information to all college constituents. 2. On 2nd charge, add “and make budget recommendations. 3. 3rd Charge “review college priorities…” Add a period after …priorities to faculty and staff. As another sentence “ Recommend funding priorities….” 4. Also include Integrated Plan (3SP, BSI, BSSOT, Student Equity). 5. Keep 5th charge as is. |  |
| 1. **Review of Meeting Schedule** | MaryBeth | MaryBeth ask member to review committee meeting dates.  Because of holidays and pre-semester, no meeting on Dec and Jan. If needed, committee can meet in Dec. |  |
| 1. **Goals for 2018-2018** |  | Committee goal: Increase budget knowledge and provide workshops during flex days for all constituents.  Everyone approved.  Committee request if Don can have a workshop for the college to learn about FTES and FTEF and the new model of scheduling based on FTES  Diana had suggested disseminating training information, minutes, and other budget informational materials to the entire college community.  Diana volunteered to create Canvas Shell so every voting member can have access to material regarding budget, especially as pertaining to internal documents reviewed by the committee.  On committee guidelines, it says meeting is for 90 minutes. Right now, group meets once a month for an hour. Committee suggested that training can be done during the beginning or end of meeting for 30 minutes. | Everyone agreed to committee goal. |
| 1. **Next Meeting** |  | Next meeting: Oct 10 @ 12pm.  Training can start. Training will be on account structure of how to read budget codes.  Diana suggested discussing the state of our budget, as a District and as a College, especially the implication of the new funding formula.  Don can discuss with how the school is doing with enrollment. He can also discuss budget allocation for each discipline.  MaryBeth will try to request someone from the District to be part of our workshops, so we can ask about funding formula.  Ana (Dean McClanahan) had asked if she should have a PowerPoint for her request for Fab Lab. |  |

**Committee Charge**

* Review budgetary policies, processes, and timelines at COA and the District, provide feedback and communicate these policies, processes and timelines to the entire college community.
* Receive and review budget proposals from departments and/or program areas (APUs/Program Reviews); review the administrative recommendations and prioritization for funding such proposals
* Review priorities developed by administration with regard to the overall College Budget; Instructional Supplies, Discretionary Funds, Facilities Revenues and other cash receipts, and communicate such priorities to the college community. Provide recommendations for the funding priorities for overall college budget;
* Review Categorical Funding Budgets (i.e., DSPS, EOPS/CARE, CalWORKs) and the integrated planning budget for Basic Skills Initiative (BSI), Student Equity (SE), Student Success and Support Program (SSSP).
* Sponsor budget orientation and purchasing procedure workshops for the college of Alameda community to increase the budgetary competency and awareness about the budget and the budget allocation process.