



Laney College
Budget Advisory Committee Meeting Minutes

Date of Meeting: October 7, 2015

Present: Phyllis Carter, Inger Stark, Chungwai Chum, Fred Bourgoïn, Jon-Mychal Cox, Brandi Howard

Chair/Co-Chair: Phyllis Carter, Inger Stark

Guests:

Facilitator/Recorder: Phyllis Carter

Absent: Johnna Brooks, Peter Crabtree

Agenda Item	BAC Goal 2015-16	BAC Strategic Planning Goal 2016-17	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved)
Meeting Called to Order			<ol style="list-style-type: none"> 1. Designating a person to record meeting minutes for the remainder of the year 2015-16. The committee nominated Brandi Howard 2. Acknowledgement that there should be 3 student representatives designated to participate on the BAC with the current ASLC president Jon-Mychal (attending in place of the ASLC treasurer because the role has not been filled) 	<ol style="list-style-type: none"> 1. Brandi Howard accepted the role 2. Jon Mychal will follow up with the BAC at the next meeting to confirm who on the ASLC will participate on the committee. 	
I. Agenda Review & Committee Orientation Discussion			<ol style="list-style-type: none"> 1. Previous fiscal year agenda structure 2. Budget allocations are handled at the administrative level and there have been 		

			<p>discussions surrounding how funds are distributed at the college level. It has been suggested that the BAC should set some expectation as to how the money should be allocated as a recommendation to the President about the overall allocation. The committee would like to have a high level overview which will enable the BAC to make recommendations. Perhaps put a calendar in place to bring awareness at the committee level.</p> <p>Accreditation team questions how the BAC measures their effectiveness. Wants the college to define the process for evaluating new sets of money that come to the college (distribution related process). How do the committees make recommendations?</p> <ol style="list-style-type: none"> 3. Define the methods of communication from the BAC to the college community and decide what information is relevant to the college community vs what information is relevant to our external community. 4. Define roles within the committee and agree on how we streamline objectives 		
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			<p>along with identifying responsible parties (specific recurring action items).</p> <p>5. Organizing town halls which enable Students to observe and provide input as well as get educated on the college budgeting process to assist with students gaining a full understanding. The dissemination of the information must be transparent. The communication should be measurable which are easy to understand. In a way that is simplistic and effective.</p> <p>6.</p>		
II. Review/Approve May 12, 2015 meeting minutes				Lisa Cook or Phyllis Carter to submit minutes at next meeting	
III. Review of 2014-15 Financial Results as of May 2015			Overview of each fund by Chungwai	<p>(1) Did not get to this agenda item however we received the financials for review Funds 1 – Funds 82, which included Grants/Categorical</p> <p>(2) At the next meeting, discuss and identify the budget amounts that were loaded incorrectly, and gain an understanding about which funds have a different fiscal year than ours (PCCD). Identifying the ending dates for the various funding sources.</p>	

<p>IV. Review 2015-16 Budget Development Process</p>			<ol style="list-style-type: none"> 1. Review the of the PBIM (Planning and Budget Integration Model) Overview). 2. Review of the Standard Operating Procedure for College Budget Planning and Operating Budget Management 3. New Fund implemented, “Fund 2” to recognize/categorize one time augmentations 4. Reviewed the College Budget Calendar and Process FY 2014-15 5. Budget Allocation Model (BAM) revision 	<ol style="list-style-type: none"> 1. Bring the updated 2015-16 PBIM calendar – Phyllis 2. Update weekly report to reflect Fund 2 budget and spending – Phyllis 3. Share the updated planning and budget calendar from the PBC meeting – Phyllis 4. Update the College Budget Calendar and Process for FY 2015-16 based on the approved PCCD 2016-17 Integrated Planning and Budget Development Calendar discussed during the October 23, 2015 PBC meeting. 5. Provide the most recent version of the BAM and the Integrated Planning and Budget Development Calendar - Phyllis 	
<p>V. Review 2015-16 General Unrestricted Discretionary Budget</p>				<ol style="list-style-type: none"> 1. Distribute the previous week/current financial reports to the committee at least 2 days prior to the scheduled meeting date. – Chungwai 	
<p>VI. 2015-16 Committee Goals</p>			<ol style="list-style-type: none"> 1. Recommended goals: (1) Improve and increase the college understanding of fiscal matters. (2) Plan train and get prepared to transfer information to the next committee participants BAC participants early planning to create consistency for the following year. (WITHDRAWN by INGER) (3) Create a committee 	<ol style="list-style-type: none"> 1. Discussion of Goals at the next meeting 2. Work with ASLC to train them on how to review financial reports so they understand what amount of funding exists. – Inger <i>(It is not the committees charge to decide department allocations, however, this does not prevent the committee from educating or informing the internal and external community. The decision about how funds are</i> 	

			<p>calendar to influence or expectation of what should be happening financially across the campus, for example PASS, SSSP, Equity and Program spending. Master fiscal calendar for the college. Along with the required reporting deadlines and constituent groups. Identifying all of the funding sources and their respective deadlines. Grants administrator has met with several groups about the multiple funding sources and their reporting deadlines Process that connect planning, augmentation and allocation (4) Map out the departments budgets since faculty/department leads are indicating the lack of availability of funds. Clarify the process for how funds are allocated to the various programs/departments. District model is based on FTES however the college should clarify its process for allocated the overall allocated funds at the college level. How do we determine the allocations once the District releases the funds to the college. Note: The distribution of Fund 1 is</p>	<p><i>allocated is the responsibility of the President, VP and Dean.)</i></p>	
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			<p>consistent. (5) Working with the college President, determine how the funds are allocated and distributed. Begin discussions surrounding the creation/implementation of a transparent process in an attempt to plan and execute a sound plan for budgeting and spending. The plan should inform the spending.</p>		
VIII. Request of Budget Augmentations and Budget Reallocations					
Adjournment					

Minutes taken by: Brandi Howard

Attachments: All documents and/or handouts for this meeting can be found at:

<http://www.laney.edu/wp/budgetadvisorycommittee/2014-2015-agendas-meeting-minutes-and-materials/>

Next Meeting: October 28, 2015