

# Committee/Council/Senate Report



## Committee - Budget

**Purpose Statement:** • Make recommendations to District Governance Senate on policies, planning and other matters related to fiscal resources

- Review and revise budget assumptions that guide budget development
- Monitor the District's fiscal solvency
- Review the draft budget in its developmental stages
- Oversee, evaluate and assess the budget development process including making recommendations for Above-Base Funds and the District's Faculty Obligation Number
- Provide budget analysis to the District Governance Senate
- Develop and maintain a process for ensuring that resource allocations are linked to district planning
- Review and discuss implementation of policies related to fiscal resources
- Serve as a forum for dialogue on ongoing fiscal activities, such as monthly and quarterly reports
- Review and share information on the state budget
- Conduct annual assessment of its own processes

**Membership:** Christine Statton, Co-Chair - Administrator

Mary Schaefer, Co-Chair - Confidential

Tim Hollabaugh - Administration

David Loverin - Administration

Dorianna Mendietta - Administration

TBD- Faculty

Marla Prochnow - Faculty

Michael Skaff - Faculty

Linda Yamakawa - Faculty

TBD - Adjunct Faculty

Ahsen Baig - Classified

Ryan White - Classified

Pablo Villagrana - Student

Linda McCauley or Designee - Ex-Oficio

Initiatives	Evaluations	Results	Actions
General Expectations - Agendas Posted	Directly related to Outcome	Report Type: Mid-Year Result: Carried Forward	
Minutes Recorded		Agendas have been posted for all meetings in fall 2016.	
Quorum Attained		Quorums have been attained at all meetings. Minutes have been approved and posted for each meeting. The	
Attendance at Meetings Recorded in			

**Initiatives**

**Evaluations**

**Results**

**Actions**

Minutes

**Initiative Status:** Active

**Academic Year:** 2013 - 2014, 2014 - 2015, 2015 - 2016, 2016 - 2017

**Start Date:** 09/02/2013

Directly related to Outcome

attendance at the meetings has been recorded in the minutes. (01/18/2017)

**Report Type:** Mid-Year

**Result:** Carried Forward

Agendas have been posted for all meetings in fall 2015. Quorums have been attained at all meetings. Minutes have been approved and posted for each meeting. The attendance at the meetings has been recorded in the minutes. (01/05/2016)

**Report Type:** Mid-Year

**Result:** Carried Forward

Agendas have been posted for all seven meetings so far in 2014-15. Quorums have been attained at all seven meetings so far. Minutes have been approved and posted for each meeting. The attendance at the meetings has been recorded in the minutes. (01/21/2015)

**Financial Planning & Budget Development** - Budget Committee provides input on the processes of financial planning and budget development for the institution using realistic assessments of financial resources and budget assumptions.

**Initiative Status:** Active

**Academic Year:** 2013 - 2014, 2014 - 2015, 2015 - 2016, 2016 - 2017

**Start Date:** 09/02/2013

Directly related to Outcome

**Report Type:** Mid-Year

**Result:** Carried Forward

The Budget Committee provides input on financial processes at every meeting and will begin focusing on the budget development and planning process this month (January 2017). Realistic assessments of financial resources will be discussed, particularly relating to revenues and FTES. Budget assumptions will be discussed in spring, as the budget is developed. (01/18/2017)

**Report Type:** Mid-Year

**Result:** Carried Forward

The Budget Committee provides input on financial processes at every meeting, but will begin focusing on the budget development and planning process this month (January 2016). Realistic assessments of financial resources will be discussed, particularly relating to revenues and FTES. Budget assumptions will be discussed in spring, as the budget is developed. (01/07/2016)

**Report Type:** Mid-Year

**Result:** Carried Forward

Budget Committee continues to receive training on budget and financial reports. The Budget Committee provides input on financial processes at every meeting, but will begin

**Initiatives**

**Evaluations**

**Results**

**Actions**

**Directly related to Outcome**

focusing on the budget development and planning process for the District beginning this month (January 2015). Realistic assessments of financial resources will be discussed, particularly relating to revenues and FTES. Preliminary budget assumptions will be presented at this meeting (January 2015), and will be discussed in Budget Committee this spring, as the budget is developed. (01/21/2015)

**Report Type:** Mid-Year

**Result:** Carried Forward

Budget Committee received training on most commonly used financial acronyms on 10/10/2013. Committee has committed to continued training.

Created Budget Development Memo, to align to Strategic Plan for Base Budget transfers, starting Spring of 2014.

Budget Committee received training on budget and financial reports. (01/14/2014)

**Action:** Budget committee

expressed a better understanding of the terminology used in financial documents. (03/06/2014)

**Follow-Up:** Budget committee has committed to review this training on an annual basis. (03/06/2014)

**Implementation of Above-Base**

**Allocation Process - The Budget**

Committee will implement the above-base resource allocation process, according to the College of the Sequoias Resource Allocation Manual

**Initiative Status:** Active

**Academic Year:** 2014 - 2015, 2015 - 2016, 2016 - 2017

**Start Date:** 09/01/2014

**Directly related to Outcome**

**Report Type:** Mid-Year

**Result:** Carried Forward

The Budget Committee follows the Resource Allocation Manual timeline closely. Feasibility studies have been obtained. Initial review of the requests and the feasibility studies will occur at the January meeting. The committee will use the revised rubric and will follow the manual to complete all Above-Base approval steps in February and March. (01/18/2017)

**Report Type:** Mid-Year

**Result:** Carried Forward

The Budget Committee follows the Resource Allocation Manual timeline closely. Feasibility studies will be obtained by January 15th. Initial review of the requests and the feasibility studies will occur at the January meeting. The committee will use the revised rubric and will follow the manual to complete all Above-Base approval steps in February and March. (01/05/2016)

**Report Type:** Mid-Year

**Result:** Carried Forward

The Budget Committee follows the Resource Allocation

**Initiatives**

**Evaluations**

**Results**

**Actions**

**Directly related to Outcome**

Manual timeline very closely for Above-Base resource allocations. Feasibility studies have been obtained for this year's requests, and initial review of the requests and studies will occur at the January meeting. The Committee will follow the manual and complete all Above-Base approval steps in February and March, to complete the process. (01/21/2015)

**Directly related to Outcome**

This process was successfully completed in the spring of 2016, and will be completed again in spring 2017 during budget development. (01/18/2017)

**Report Type: Mid-Year Result: Carried Forward**

**Report Type: Mid-Year Result: Carried Forward**  
This process will be completed in the spring of 2016. (01/05/2016)

**Provide Information for Above-Base Ranking - Budget Committee will provide information as needed to the District Governance Senate and to the Superintendent/President to ensure that above-base resource allocation decisions are based on data and in alignment with the above-base resource allocation rubric. The Budget Committee will review the resource allocation rubric on an annual basis and revise if necessary. Initiative Status: Active Academic Year: 2015 - 2016, 2016 - 2017**

**Start Date: 08/27/2015**

**Directly related to Outcome**

The Budget Committee monitored and reviewed prior year above-base allocations in spring 2016 using the Budget Committee assessment memo. The next assessment will transition to use of Program Reviews, where the committee will assess a sample of allocations awarded in spring 2016 and reported upon in fall 2018. (01/18/2017)

**Report Type: Mid-Year Result: Carried Forward**

**Aligning Above-Base with District Objectives (2016-17) - Budget Committee will annually monitor summary reports (resource allocation updates) showing how a prior above-base allocation improved a unit's effectiveness in serving students or moving the District towards achieving a District Objective. Initiative Status: Active Academic Year: 2016 - 2017 Start Date: 09/08/2016**

**Directly related to Outcome**

The Budget Committee monitors all changes to the General Fund Budget monthly. The Budget Committee considers

**Report Type: Mid-Year Result: Carried Forward**

**Budget Decisions are Linked to District Planning (16-17) - Budget Committee ensures that resource allocations are linked to District**

**Initiatives**

**Evaluations**

**Results**

**Actions**

planning. The committee discusses concerns and actions are taken when appropriate.

**Initiative Status:** Active

**Academic Year:** 2016 - 2017

**Start Date:** 09/08/2016

**Directly related to Outcome**

making recommendations to District Governance Senate and to the President when deemed appropriate for specific resource allocations that link to District planning and operations, such as the additional budget approved in advance for the 2017-18 STRS/PERS increased costs. (01/18/2017)