

# 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

Michael Skaff, Co-Chair - Faculty

Mary Schaefer- Confidential

Tim Hollabaugh - Administration

David Loverin - Administration

Dorianna Mendietta - Administration

James McDonnell - Faculty

John Sorber - Faculty

Linda Yamakawa - Faculty

TBD - Adjunct Faculty

Ahsen Baig - Classified

Ryan White - Classified

Cheyne Strawn - Student

Andres Flores-Valero - Student

Linda McCauley or Designee - Ex-Oficio

Initiatives	Evaluations	Results	Actions
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<b>General Expectations - Agendas Posted</b>	<b>Directly related to Outcome</b>	<b>Report Type: End-of-Year</b>	<b>Result: Carried Forward</b>
<b>Minutes Recorded</b>		Agendas have been posted for all meetings in 2016-17.	
<b>Quorum Attained</b>		Quorums have been attained at all meetings. Minutes have	

**Initiatives****Evaluations****Results****Actions**

Attendance at Meetings Recorded in Minutes  
 Directly related to Outcome

**Initiative Status:** Active  
**Academic Year:** 2013 - 2014, 2014 - 2015, 2015 - 2016, 2016 - 2017  
**Start Date:** 09/02/2013

been approved and posted for each meeting. The attendance at the meetings has been recorded in the minutes. (03/21/2017)

**Report Type:** End-of-Year  
**Result:** Carried Forward  
 Agendas have been posted for all meetings in 2015-16. 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. (04/06/2016)

**Report Type:** End-of-Year  
**Result:** Carried Forward  
 Agendas have been posted for all meetings in 2014-15. 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. (04/15/2015)

**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:** End-of-Year  
**Result:** Carried Forward

The Budget Committee regularly reviews budget and financial reports, and provides input on financial processes at meetings. The committee has been reviewing budget development and the planning process during January, February, March, and April 2017. The Committee assesses financial resources relating to revenues, FTES, and FON, as well as other general fund and categorical revenues. The committee continues to provide input on the budget development process. (03/21/2017)

**Report Type:** End-of-Year  
**Result:** Carried Forward

The Budget Committee regularly reviews budget and financial reports, and provides input on financial processes at committee meetings. The Budget Committee has been reviewing budget development and the planning processes during January, February, March, and April 2016. The committee assesses financial resources relating to revenues, FTE's, and FON, as well as other general fund and categorical revenues. The committee continues to provide input on the budget development process. (04/06/2016)

**Initiatives****Evaluations**

Directly related to Outcome

**Report Type:** End-of-Year  
**Result:** Carried Forward

The budget committee regularly reviews budget and financial reports. The committee provides input on financial processes at every meeting. The budget committee has been reviewing budget development and the planning processes during January, February, March, and April 2015. The committee assesses financial resources relating to revenues and FTE S, as well as other general fund and categorical revenues. The committee continues to provide input on the budget development process. (04/15/2015)

**Results****Actions****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:** End-of-Year  
**Result:** Carried Forward

The Budget Committee effectively implemented the above-base resource allocation process, according to the Resource Allocation Manual. 2016-17 allocations were presented to the Board of Trustees in March and allocations were booked to department budgets by March 31. (03/21/2017)

**Report Type:** End-of-Year  
**Result:** Carried Forward

The Budget Committee effectively implemented the above-base resource allocation process, according to the Resource Allocation Manual. 2015-16 allocations were presented to the Board of Trustees in March, and allocations were booked to department budgets by March 31. (04/06/2016)

**Report Type:** End-of-Year  
**Result:** Carried Forward

The budget committee effectively implemented the Above Base resource allocation process, according to the resource allocation manual. 2014-15 allocations were presented to the Board of Trustees in March, and allocations were booked to department budgets by March 31. (04/15/2015)

**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**

Directly related to Outcome

**Report Type:** End-of-Year  
**Result:** Carried Forward

The Budget Committee provided information to District Governance Senate for the final prioritization process of above-base resource allocations. District Governance Senate used additional resource information provided to change the final ranking for two items. The committee's

**Initiatives****Evaluations****Directly related to Outcome**

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

**Results**

ranking decisions were based on the resource allocation rubric. The rubric will be reviewed/revise again at meetings in April and May 2017, and proposals will be forwarded to DGS. (03/21/2017)

**Report Type:** End-of-Year

**Result:** Carried Forward

Budget committee provided information to District Governance Senate for the final prioritization process of above-base resource allocations. DGS used the information provided to change a final ranking for two items. Budget committee's ranking decisions were based on the resource allocation rubric. The rubric will be reviewed/revise again at BC meetings in April 2016, and proposals will be forwarded to DGS. (04/06/2016)

**Actions****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**

**Report Type:** End-of-Year

**Result:** Carried Forward

The next assessment of above-base allocations has transitioned to the use of Program Reviews, where the committee will assess a sample of allocations awarded in spring 2016 and reported in fall 2018. (03/21/2017)

**Budget Decisions are Linked to****District Planning (16-17) - Budget**

Committee ensures that resource allocations are linked to District 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**

**Report Type:** End-of-Year

**Result:** Carried Forward

The Budget Committee monitors all changes to the General Fund Budget monthly. The committee considers 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. (03/21/2017)