

BARSTOW COMMUNITY COLLEGE DISTRICT

Budget & Finance Committee

Agenda

September 25, 2013

11:00 am to 12:00 pm

Admin Conference Room

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Approval of Meeting Notes from April 3, 2013**
- 4. Purpose Statement**
- 5. Review Committee Description**
- 6. Meeting calendar for the year**
- 8. Other**
- 9. Next meeting – October 23, 2013, 11:00 am – 12:00 pm, admin conference room**

Barstow Community College District

Budget & Finance Committee

Meeting Notes: September 25, 2013 11:00 p.m. to 12:00 p.m.

Present: Debbie Wynne, Budget Analyst; Heather Robbins, Recorder; Heather Caldon, Mid-Management; Lewis Goldstein, BCFA; Rhonda Sheffield, CSEA.
Absent: Virgil Stanford, Chairperson; Stephen Eaton, Vice President of Academic Affairs. Tyler Osejo, ASB and Ramon Vasconcellos, Academic Senate.

Welcome:

Debbie welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – April 3, 2013:

Approved

Purpose Statement:

Discussion – Reviewed the sample purpose statement from the IEC. The general feeling was that the purpose of this committee was clear and simple.

Action – The committee agreed on the following as the Purpose Statement for the Budget and Finance Committee: “The purpose of the Budget and Finance Committee is to review and make recommendations on the budget process”.

Committee Description:

Discussion – Debbie read aloud the committee description from the Participatory Governance Handbook. The committee agreed that only one change should be made.

Action: The committee suggests eliminating the word “Institutional Effectiveness Committee” and replacing it with “President’s Advisory Council” in the following sentence: “The committee makes recommendations to the Institutional Effectiveness Committee” relative to the resources available to fund the institutional plan priorities”. The revised sentence will read, “***The committee makes recommendations to the President’s Advisory Council relative to the resources available to fund the institutional plan priorities***”.

Meeting Calendar:

Discussion – Meetings for November and December should be rescheduled.

Action – November 13, 2013 will be the new date for the November meeting. December 4, 2013 will be the new scheduled date for December.

Other:

Clarified that Heather Robbins was acting as recorder today since Debbie was leading the meeting in Virgil and Stephen’s absence. Debbie will usually be the recorder.

Next Meeting:

October 23, 2013, 11:00 am -12:00 pm in the admin conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Budget & Finance Committee

Agenda

October 23, 2013

11:00 pm to 12:00 pm

Admin Conference Room

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Approval of Meeting Notes from September 25, 2013**
- 4. Revised Meeting Calendar**
- 5. 2012-2013 and 2013-2014 Budgets**
- 6. BCC Planning and Program Review Cycle**
- 7. BCC Budget Flow Chart**
- 8. Educational Master Plan**
- 9. Other**
- 10. Next meeting – November 13, 2013, 11:00 am to 12:00 pm, admin conference room**

Barstow Community College District

Budget & Finance Committee

Meeting Notes: **October 23, 2013** **11:00 p.m. to 12:00 p.m.**

Present: Virgil Stanford, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Heather Caldon, Mid-Management; Rhonda Sheffield, CSEA .
Absent. Debbie Wynne, Budget Analyst/Recorder; Lewis Goldstein, BCFA; Ramon Vasconcellos, Academic Senate and Tyler Osejo, ASB.

Welcome:
Virgil welcomed everyone.

Approval of agenda:
Approved

Approval of Meeting Notes – September 25, 2013:
Approved

Revised Meeting Calendar:
Discussion – Reviewed

Action – Committee members approved.

Follow-up - None

2012-2013 & 2013-2014 Budgets:

Discussion – Reviewed and discussed concept of ‘balanced budget’. The committee discussed 12/13 budget and reasons for its imbalance. Discussed State revenue sources and RDA component and various challenges with poor projections and back-fill. Budget is based on a growing list of estimations. The State doesn’t send out the final reconciliations for 12/13 until February 2014.

Action - None

Follow-up - None

BCC Planning and Program Review Cycle:

Discussion – Reviewed and discussed dates.

Action – None

Follow-up –None

BCC Budget Flow Chart:

Discussion – Discussed various fund sources to be updated by Debbie.

Action – Debbie delegated update to Jayne Sanchez.

Follow-up – Debbie will ensure the updates are made.

Educational Master Plan:

Discussion – This is one of the important documents that this committee needs to be familiar with as it impacts our budget. The Master Plan sets a goal of a 525 efficiency level for teachers teaching classes.

Action – None

Follow-up – Members are to read and familiarize themselves with the Master Plan.

Other:

None

Next Meeting:

November 13, 2013, 11:00 am -12:00 pm in the admin conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Budget & Finance Committee

Agenda

November 13, 2013

11:00 pm to 12:00 pm

Admin Conference Room

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Approval of Meeting Notes from October 23, 2013**
- 4. BCC Budget Flow Chart – Revised**
- 5. Board Policy 6,000's**
- 5. Other**
- 6. Next meeting – December 4, 2013, 11:00 am to 12:00 pm, admin conference room**

Barstow Community College District

Budget & Finance Committee

Minutes: November 13, 2013 11:00 p.m. to 12:00 p.m.

Present: Virgil Stanford, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Heather Caldon, Mid-Management; Ramon Vasconcellos, Academic Senate; Lewis Goldstein, BCFA; Rhonda Sheffield, CSEA .

Absent. Tyler Osejo, ASB.

Meeting Began:

11:00 am

Welcome:

Virgil welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – October 23, 2013:

Approved

BCC Budget flow Chart - Revised:

Discussion – Reviewed revised chart. Another correction will be necessary.

Action – Consensus to change the name of PAC to President’s Shared Governance Council.

Follow-up – Debbie will make the change. No need to bring back to committee after change is made.

Board Policy 6000:

Discussion – Compared our current Board Policy 6,000’s with what the Community College League of California recommends

Action – Consensus on the changes.

Follow-up – Debbie will make changes to the BP 6000’s and forward to Michelle.

Other:

Discussion – The term, ‘conflict of interest’ was explained in relationship to the two construction projects..

IEC and Program Review Committee are right on time and this committee will receive the prioritized BAPS in mid January.

Next Meeting:

December 4, 2013, 11:00 am -12:00 pm in the admin conference room.

Meeting Concluded:

11:45 am

BARSTOW COMMUNITY COLLEGE DISTRICT

Budget & Finance Committee

Agenda

January 22, 2014

11:00 am to 12:00 pm

Admin Conference Room Conference Room

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Approval of Meeting Notes from November 13, 2013**
- 4. Committee Membership**
- 5. 2014 Budget Allocation Proposals (BAPs)**
- 6. 2013-2014 Fifty Percent Law Projections**
- 7. Other**
- 8. Next meeting – February 26, 2014, 11:00 am to 12:00 pm, admin conference room**

Barstow Community College District

Budget & Finance Committee

Minutes: January 22, 2014 11:00 a.m. to 12:00 p.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Heather Caldon, Mid-Management and Jayne Sanchez, CSEA, in Rhonda's absence.

Absent. Ramon Vasconcellos, Academic Senate; Lewis Goldstein, BCFA; Rhonda Sheffield, CSEA and Tyler Osejo, ASB.

Meeting Began:

11:00 am

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – November 13, 2013:

Approved

Committee Membership:

Discussion – Described how changes were made to other committee's membership. Minor changes were suggested.

Action – Consensus – Change ASB to ASG and advisory to 'as needed'.

Follow-up – Debbie will inform President's office.

2014 Budget Allocation Proposals (BAPs)

Discussion – Reviewed prioritized rankings from the IEC. Mr. Eaton explained the process: Each department submits a program review, attached to it is a BAP. The Program Review and BAP are then given to the department's Dean and/or VP who reviews it and comments. Then it goes to the IEC for review and ranking. BAPS are rated on how they match the priorities of the institution, mission statement and strategic plan, as well as how it aligned with the department's program review and proving that the expenditure is necessary. IEC then provides this committee with a spreadsheet prioritizing each BAP. This committee then makes recommendations to the President. All work is considered and this committee determines if funds are available (2014-2015 budget).

Action – Add another column to spreadsheet to indicate whether request was funded or not. The spreadsheet will then go back to IEC so they are informed of results. This committee will rank BAPs according to:

1. One time funding
2. Positions supporting the 50% numerator
3. Items that support Student Success

Committee also agreed to meet again this month. The purpose of the meeting again will be to finalize funding priorities. Also agreed that during budget development, this committee will contact BAP submitters to speak and to discuss the actual cost of their request.

Follow-up – Additional meeting will be scheduled. Will ask also ask Jayne to add column to IEC ranking for use during budget development.

2013-2014 Fifty Percent Law Projections

Discussion – George informed the committee that right now, today, we are ok with the 50% law, but there are concerns. We are watching very closely..

Action – Monthly updates to 50% Compliance will be provided at this committee’s meetings.

Follow-up - None

Other:

Discussion – Members discussed the committee charge/description.

Action – Agreed to changes in wording of committee charge/description.

Follow-up – Debbie will provide changes to the President's office.

Next Meeting:

February 26, 2014, 11:00 am -12:00 pm in the admin conference room.

Meeting Concluded:

12:00 pm

BARSTOW COMMUNITY COLLEGE DISTRICT

Budget & Finance Committee

Agenda

February 5, 2014

11:00 am to 12:00 pm

Admin Conference Room Conference Room

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Approval of Meeting Notes from January 22, 2014**
- 5. 2014 Budget Allocation Proposals (BAPs)**
- 7. Other**
- 8. Next meeting – February 26, 2014, 11:00 am to 12:00 pm, admin conference room**

Barstow Community College District

Budget & Finance Committee

Minutes: February 5, 2014 11:00 a.m. to 12:00 p.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Lewis Goldstein, BCFA and Rhonda Sheffield, CSEA.
Absent: Heather Caldon, Mid-Management; Ramon Vasconcellos, Academic Senate; and Tyler Osejo, ASB.

Welcome:
George welcomed everyone.

Approval of agenda:
Approved

Approval of Meeting Notes – January 22, 2014:
Approved

2014 Budget Allocation Proposals (BAPs)

Discussion – The additional column has been added to the spreadsheet as requested. Guidelines were developed for this committee to use when reviewing BAP's:

1. Does it meet the institutions mission, strategic priorities and student success goals?
2. Does it positively impact the numerator of the 50% law?
3. Can it be funded with categorical funds?
4. Is it one time funding?

- Employees want to know more about their budget and how it is being developed.
- This committee will have input on the development of the budget.
- .As a committee we recognize that we need to bring our budget into balance regarding the 50% law.

Action – Agreed on guidelines to use when reviewing BAPs. This committee will not make any decisions until the budget is built or we identify the money. At that time we will decide whether or not to fund each request. Prior to that time, BAPs may be removed from the list if money is located in the current year budget. The next step is the Budget Development Meeting scheduled for March 27, 2014. At this meeting, budget managers will receive their budget worksheets.

Follow-up – George will submit IEC ranking list and our guidelines to the President.

Other:

Discussion – At our next meeting, we will discuss training on how to read budgets. Will train committee first and then decide how to go forward to ensure all budget managers have the access and training they need to manage their budgets.

Action –.Agreed on process to educate staff and faculty on their budgets.

Follow-up – None

Next Meeting:

February 26, 2014, 11:00 am -12:00 pm in the admin conference room.

Budget & Finance Committee
Meeting Date: February 5, 2014
Minutes Approved: February 26, 2014

BARSTOW COMMUNITY COLLEGE DISTRICT

Budget & Finance Committee

Agenda

February 26, 2014

11:00 am to 12:00 pm

Admin Conference Room

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Approval of Meeting Notes from February 5, 2014**
- 5. Budget Training**
- 7. Other**
- 8. Next meeting – March 26, 2014, 11:00 am to 12:00 pm, admin conference room**

Barstow Community College District

Budget & Finance Committee

Minutes: February 5, 2014 11:00 a.m. to 12:00 p.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Heather Caldon, Mid-Management; Lewis Goldstein, BCFA and Rhonda Sheffield, CSEA.

Absent. Ramon Vasconcellos, Academic Senate; and Tyler Osejo, ASB.

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – February 5, 2014:

Approved

Budget Training:

Discussion - Provided training on account field definitions, chart of accounts, pages from the. Defined supplies, materials and equipment. The goal of this training is so that committee members will be able to address questions from other staff and faculty.

Action – The next step is the March 26, 2014 meeting to train managers on reading the budget.

Follow-up – Inviting all managers to the next Budget & Finance Committee meeting to review the their budget development packets and answer any questions related to the process.

Other:

Discussion – Reviewed BAP process as well as categorical funds and the vetting process.

Action – None

Follow-up – None

Next Meeting:

March 26, 2014, 11:00 am -12:00 pm in the admin conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Budget & Finance Committee

Agenda

March 24, 2014

1:30 am to 2:00 pm

Admin Conference Room

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Approval of Meeting Notes from February 26, 2014**
- 5. 50% Law – Recommend the hiring of an additional full-time faculty member beginning Fall 2014 to meet the 50% law deficiency in the 2012/2013 fiscal year.**
- 7. Other**
- 8. Next meeting – April 23, 2014, 11:00 am to 12:00 pm, admin conference room**

Barstow Community College District

Budget & Finance Committee

Minutes: March 24, 2014 1:30 p.m. to 2:00 p.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Heather Caldon, Mid-Management and Rhonda Sheffield, CSEA.

Absent. Lewis Goldstein, BCFA; Ramon Vasconcellos, Academic Senate; and Tyler Osejo, ASB.

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – February 26, 2014:

Approved

50% Law:

The budget and finance committee recommends the funding of an additional full-time faculty member beginning fall 2014. The additional faculty member will help the District meet the 50% law deficiency in the 2012/2013 fiscal year. Lottery error in 11/12 was part of the problem and it was corrected in 2013/2014.

Action: George will forward the recommendation to President's Shared Governance Council.

Follow-up: None

Other:

The committee recognizes the need to train managers to better understand their account structure. Expenses usually incurred by categorical programs are being accidentally charged to the general fund. These topics will be included in future training.

Action – None

Follow-up – None

Next Meeting:

April 23, 2014, 11:00 am -12:00 pm in the admin conference room.

BARSTOW COMMUNITY COLLEGE DISTRICT

Budget & Finance Committee

Agenda

April 23, 2014

11:00 am to 12:00 pm

Admin Conference Room

- 1. Welcome**
- 2. Approval of Agenda**
- 3. Approval of Meeting Notes from March 24, 2014**
- 4. Update on budget development**
- 5. Proposed new committee name and organization**
- 6. Other**
- 7. Next meeting – May 28, 2014, 11:00 am to 12:00 pm, admin conference room**

Barstow Community College District

Budget & Finance Committee

Minutes: April 23, 2014 11:00 p.m. to 12:00 p.m.

Present: George Walters, Chairperson; Stephen Eaton, Vice President of Academic Affairs; Debbie Wynne, Budget Analyst/Recorder; Heather Caldon, Mid-Management; Rhonda Sheffield, CSEA and Rick Hernandez, Director of Maintenance & Operations.

Absent. Lewis Goldstein, BCFA; Ramon Vasconcellos, Academic Senate; and Tyler Osejo, ASB.

Welcome:

George welcomed everyone.

Approval of agenda:

Approved

Approval of Meeting Notes – March 24, 2014:

Approved

Update on Budget Development:

Discussion: We have almost everyone's budgets in. We are missing a couple of restricted budgets. Hope to have the tentative expenditure budget for next meeting. This committee can review and determine if additional cuts or expenditures are necessary to meet the 50% law. Discussed how to fund approved BAP's. Funded BAP's will be determined after expenditure budget is discussed. Negotiations will be a factor. Approved BAP amount will be placed in the tentative budget of the department pertaining to the BAP. If we meet the 50% law and there is money available beyond that amount, this is what will be spent on approved BAP's.

Action: Tentative expenditure budget will be presented at next meeting.

Follow-up: None

Proposed New Committee Name & Organization

Discussion: In reviewing Participatory Governance Handbook, this committee recommends changing the name of the committee to Business & Finance Committee.

Action: Name changes will be presented at the next Council meeting.

Follow-up: None

Other:

Discussion: None

Action: None

Follow-up: None

Next Meeting:

May 28, 2014, 11:00 am -12:00 pm in the admin conference room.

Budget & Finance Committee

ATTENDANCE

2013-2014

Members	9.25.13	10.23.13	11.13.13	12.4.13	1.22.14	2.26.14	3.26.13	4.23.13			
Virgil Stanford	A	P	P	-	-	-	-	-	-		
Stephen Eaton	A	P	P	P	P	P	P	P			
Heather Caldon	P	P	P	P	A	P	P	P			
Debbie Wynne	P	A	P	P	P	P	P	P			
Lewis Goldstein	P	A	P	A	P	P	A	A			
Ramon Vasconcellos	A	A	P	A	A	A	A	A			
Rhonda Sheffield	P	P	P	A	P	P	P	P			
Tyler Osejo	A	A	A	A	A	A	A	A			
George Walters	-	-	-	P	P	P	P	P			

P = Present
A = Absent
— = Not Applicable