

# **Budget Planning Revision Task Force**

## **Minutes**

February 27<sup>th</sup>, 2019

1:00pm – 2:00pm Boardroom

**Attendees:** Dr. Keith Flamer, Paul Chown, Ericka Barber, Angelina Hill, Julia Morrison, Peter Blakemore, John Johnston, Michael Dennis, Debbie Topping, Bob Brown, and Sara Stolt (for minutes).

### **Agenda item #1:**

- a. 1:06pm Julia called meeting to order.
- b. Review Meeting Notes from December 10, 2018 – all thumbs up

### **Agenda item #2 & #3:**

#### **Homework was to revise straw design document and discuss the changes.**

Julia discussed the revision of the straw design highlighting the following:

Not much different than the previous version, but wanted to emphasize the changes made for Aug/Sept. The preliminary budget process was expanded upon and the 4<sup>th</sup> bullet was added under Aug/Sept. The idea for the 4<sup>th</sup> bullet is to look closely at certain academic programs; looking at revenue as well as expenditures. It is too much work to cover all programs so instead just pick a couple programs within the program review to get a detailed audit. This would follow the comprehensive review schedule.

Under October the original “budget process vision statement”, it was noted that “budget process outlook statement” would be more appropriate.

There were some items that used to be Oct. and now are Nov. The team looked more in depth at the time lines and time flow.

At the December meeting it was determined that forms would be a good idea so the team discussed two forms and combined them into one.

### **Agenda item #4:**

**Introduce two additional documents;** Annual Budget Outlook Statement and BPC Program Budget Recommendations.

The ideas that came from the discussion were;

- Ensure we are thinking of primary goals and focus
- Avoid redundancies, the 4020-4021 process is already doing some of what we are talking about.
- The question is the prioritization of programs.
- Is there a data set that we can use? That is not the way 4020/21 process works.
- Oversight and follow up are important.
- The 2<sup>nd</sup> form “BPC Program Budget Recommendations” will help guide the November and December processes. It explains what the committee should be looking at and help formulate budget priorities.
- Define “Program”
- The straw design is always a work in progress.
- “Vision for Success” goals as an indicator need to be added to the Annual Outlook document

- There were also changes made to the committee membership.
  - Needs to read President CSEA vs. Steward CSEA
  - CE= clarification, is it all inclusive?
  - The point is to pick someone who is plugged in and has the information and knowledge of their constituent groups. They are not to look at one particular area, but at the college as a whole.
- The concern is that this is tedious and taxing. We need to figure out a way to make it fair.
- It is too important not to do well.

The group went on to vote on the new name Budget Advisory Committee (BAC). All were in favor. The goal is to roll this out in the Fall.

**Agenda item #5:**

**Agree to straw design (by consensus) AGREED**

**Agenda item #6:**

**Agree to action plan**

Pete to finalize couple of edits and send to group.

Straw design is approved.

Ericka and Paul to brief & disseminate information to BPC

Dr. Flamer to inform community

Paul will work on Committee handbook over the summer

**Adjourned 2:00pm**