

Budget Advisory Committee 2022-2023 Year End Summary

The Budget Advisory Committee (BAC) began its fourth year, again meeting via Zoom. The BAC had the first meeting for the 2022-23 academic year on August 19th, 2022, welcoming back its former members. The BAC thanked Tony Sartori, who filled the role of a faculty member from transfer, and Kerry Mayer, who filled the role as a representative from the Instruction and Enrollment Management Committee for their service as both ended their service with their last meeting on January 24, 2023. The BAC gained new committee members as Tony and Kerry departed; Lisa Gaetje began her service on Feb. 10th, 2023, while Amy Murphy began serving on March 24th, 2023.

During the 2022-23 year, the BAC focused on completing the Annual Budget Outlook Statement, which included goals for the 2023-24 budget cycle, as well as in-depth audits of the Social Sciences which include Anthropology, Liberal Arts: Behavioral & Science, Political Science, Psychology, Social Justice Studies, Sociology, and Social Work and Human Services. The BAC also finalized the Budget Priority Recommendations form which included budget priority recommendations for 2023-24. The committee finalized and reviewed its major documents between August 2022 and May 2023.

2022-23 Committee Members:

- Co-Chair – VPAS Julia Morrison
- Co-Chair Faculty Member–Levi Gill
- President CRFO or designee – John Johnston
- President CSEA or designee – Courtney Sousa
- IR/IEC Chair – Paul Chown
- EMC Chair – Kerry Mayer served through Jan. 24, 2022 & Lisa Gaetje began serving on Feb. 10, 2023.
- Faculty member from Transfer – Tony Sartori served through Jan. 24, 2022 & Amy Murphy began serving on March 24, 2023
- Faculty member from CE/non-transfer/non-teaching – Derek Glavich

The major accomplishments of the committee during the 2022-2023 term include the following:

- 1) On March 29th, 2023, the BAC finalized the Annual Budget Outlook Statement. The Annual Budget Outlook Statement includes budget or resource related items from the Educational Master Plan (EMP), Annual Plan, and Program Review as well as primary goals for the upcoming 2023-24 budget year. By formulating primary budget goals based on the EMP, Annual Plan, Program Review, and other planning processes, and using the goals to inform the budget assumptions, the District is closing the loop on aligning the budget with planning.
- 2) During the 2021-22 fiscal year, the BAC had been charged with developing a method to identify a reasonable Unrestricted General Fund reserve. In response to this charge, the BAC also started to look at the purpose of the Unrestricted General Fund reserve and what the uses of the reserve should be. As a result, at the October 14th, 2022 BAC meeting,

members finalized recommended updates to Interim Draft BP 2800. The recommended updates were submitted to College Council and reviewed at the October 17th, 2022 meeting and then presented and approved by the Board at the November 1st, 2022 meeting.

- 3) The Budget Advisory Committee has been working to add more content to the BAC webpage. The newest additions to the webpage are the BAC Program Audit Reports. The purpose of the audit reports is to gain a better understanding of budget needs over time and to identify potential inefficiencies.
- 4) The Program Budget Recommendations form includes a summary of budget priority recommendations based on the Outlook Statement goals. The Outlook Statement is a culmination of work done by the committee starting in August of 2022. In addition to the recommended budget priorities, the Program Budget Recommendations form also includes high-level program budget information that is reviewed in order to inform any specific program spending recommendations, the program recommendations themselves, as well as any identified budgetary barriers for student success or institutional effectiveness.
 - a. The BAC members finalized the Budget Advisory Committee Program Budget Recommendations Form for 2023-24 at its April 2023 meeting. The group voted unanimously to approve the recommendations. A summary of the recommendations are provided in the section below.

Budget Advisory Committee Budget Priority Recommendations for 2023-24

Program Level Budget Recommendations:

- Funding for technology replacement should be set aside on an annual basis. According to data provided by IT, \$200,000 is required annually for infrastructure replacement, and \$115,000 for faculty and staff workstation replacement, based on a five-year replacement cycle. If the funds are not spent in any given year, the remaining balance will carryover for subsequent fiscal years.
- IT and Maintenance should be provided with an appropriate discretionary budget increase to cover the replacement of projector bulbs, whiteboards, etc. in classrooms and computer labs, rather than relying on the office of instruction's discretionary budget

Budget Priority Recommendations:

- Explore ways to assess the costs, participation & effectiveness of our Professional Development programs.
- Continue providing resources for program development such as Cal Poly Humboldt (CPH) Collaboration and social work human services.
- Continue to provide resources for development of courses for the California Virtual Campus- Online Exchange Initiative (CVC-OEI) in order to increase FTES and degree completions.

- Continue to fund initiatives for the student experience such as Outdoor Campus Collaborative (OCC), health and wellness center, CR app, support for student advising and registration, etc.
- Continue to allocate funds for ongoing technology replacement budget.
- Continue to allocate funds for ongoing maintenance and capital outlay budget.
- Explore ways to balance the attainment of FTES targets with course efficiency rates.
- Allocate funds to ensure there is adequate budget to fund capital outlay annual debt repayment.

The committee held its final meeting of the 2022-23 year on April 28, 2023 and will reconvene during the 2023-24 Fall Convocation week.