

Budget Advisory Committee 2024-2025 Year End Summary

The Budget Advisory Committee (BAC) began its sixth year, again meeting via Zoom. The BAC had the first meeting for the 2024-25 academic year on August 23, 2024, welcoming back its former members, including John Johnston who was on Sabbatical during the last BAC cycle. The BAC gained new members, Crystal Morse representing Strategic Enrollment Management and in late February Amy Chase representing CSEA.

During the 2024-25 year the BAC focused on completing the Annual Budget Outlook Statement, which includes goals for the 2025-26 budget cycle, as well as finalizing the Budget Priority Recommendations form which includes budget priority recommendations for 2025-26. The committee finalized and reviewed its major documents between August 2024 and April 2025. This year the BAC also held many in-depth conversations on the internal process of gathering information from other District Planning committees. Also, many conversations were held with Institutional Research discussing exactly what to incorporate into the Program Audit Data for the Comprehensive Program Reviews. One of the BACs goals this fiscal year was to fine tune the program audits and what information goes into them. The discussion and analysis will continue into the next Academic year, and a midterm goal is to have audit information for the 2025-26 comprehensive reviews.

2024-25 Committee Members:

- Co-Chair – VPAS Julia Morrison
- Co-Chair Faculty Member–Levi Gill
- President CRFO or designee – John Johnston
- President CSEA or designee – Amy Chase (Joined Feb. 28, 2025)
- IR/IEC Chair – Amy Moffat & Tim Wolcott
- SEM (Strategic Enrollment Management) Chair – Crystal Morse
- Faculty member from Transfer - Amy Murphy
- Faculty member from CE/non-transfer/non-teaching – Derek Glavich

The major accomplishments of the committee during the 2024-25 term include the following:

- 1) On March 28, 2025, the BAC finalized the Annual Budget Outlook Statement. The Annual Budget Outlook Statement includes budget or resource related items from the work of other committees, plans, and budget forecasts. After many discussions, the six primary goals were set for 2025-26:
 - The Budget Advisory Committee will continue to work with the Program Review Committee to create a breakdown of costs for programs going through comprehensive program reviews.
 - In coordination with the Business Office, Grant Management, Foundation, and Professional Development Committee, create documentation and professional development opportunities at convocation and throughout the academic year to:
 - i. Help staff and faculty fill out resource requests
 - ii. Understand and access funding sources

- Advocate for the District to identify contingency plans to mitigate the impact if federal funding sources diminish.
- Continually evaluate data and student success and discuss strategies that support student success as it relates to SCFF metrics. The BAC has identified the following metrics where the District can improve and have a positive impact on student success and funding.
 - i. Reverse the decline in the completion of transfer level math and English in their first-year.
 - ii. Increase students who complete 9 or more CE units in the reporting year through structured pathways and student advising. (Student Services)
 - iii. Increase the number of full-time students who transfer directly to four-year institutions.
 - iv. Ensure all degrees and certificates earned by the student are awarded in a timely manner.
- Continue to analyze the funded/unfunded resource requests to help inform budget needs.
- Continue to look for additional budget indicators that can help inform the Budget Outlook Statement. These indicators should help identify potential resource-related risks and opportunities.

2) 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 which began in August of 2024. 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.

- The BAC members finalized the Budget Advisory Committee Program Budget Recommendations Form for 2024-25 at its April 11, 2025, 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 2025-26

Program Level Budget Recommendations:

- The Unrestricted General Fund (UGF) monies be set aside for technology replacement on an annual basis. Based on a quote for a 4-year technology replacement lease, approximately \$450,000 is required annually for technology replacement. These amounts are based on a four-year replacement cycle, and do not include infrastructure. Students do pay a Student Technology fee that could

help fund student technology replacement. If the UGF monies are not spent in any given year, the remaining balance will carryover for subsequent fiscal years.

- The District set aside resources for mission critical scheduled maintenance for the year if we don't receive sufficient funding from the State.
- Resources be allocated to support institutional effectiveness and continuous improvement.

Budget Priority Recommendations:

- Include necessary financial resources to support the improvement of data infrastructure and institutional effectiveness. This includes funding for a consultant to build a new structure for the data warehouse, professional development, and staff time for website support.
- Determine what Federally funded programs are essential and identify budget to support those programs in the event Federal funding goes away.
- Continue to allocate funds for replacement of district technology on a three to five-year cycle. As of this year, start budgeting for a five-year replacement cycle of student rental and station computers, as well as an increase in the inventory of student laptops. The student technology fee proceeds will be used to help fund the replacement budget.
- Continue to allocate funds for an ongoing scheduled maintenance budget (from one-time to ongoing).

Due to some scheduling conflicts the committee held its final meeting of the 2024-25 year on April 11, 2025 rather than May 9, 2025. The BAC will reconvene during the 2025-26 Fall Convocation week.