

Budget Advisory Committee 2020-2021 Year End Summary

The Budget Advisory Committee (BAC) began its second year during the pandemic crisis and was able to work effectively by hosting Zoom meetings. The committee began its 2020-21 work in August 2020 while welcoming its new co-chair, Levi Gill. The committee finalized and reviewed its major documents between August 2020 and May 2021.

2020-21 Committee Members:

- Co-Chair – VPAS Julia Morrison
- Co-Chair – Levi Gill
- President CRFO or designee – John Johnston
- President CSEA or designee – Courtney Sousa
- IR/IEC Chair – Paul Chown
- EMC Chair – Angelina Hill
- Faculty member from Transfer – Peter Blakemore
- Faculty member from CE/non-transfer/non-teaching – Derek Glavich

The major accomplishments of the committee during the 2020-2021 term include the following:

- 1) The 2020-21 BAC Budget Calendar was revised with realistic expectations and is now more in line with the District's budgeting process.
- 2) The Annual Budget Outlook Statement 2020-21, an overview tying budgeting and planning and program review findings together, was finalized in January 2021.
 - a. At its January 25, 2021 meeting the BAC finalized the Annual Budget Outlook Statement 2020-21 which includes recommended budgetary goals for the 2021-22 budget as well as a summary budget outlook statement. The Annual Budget Outlook Statement was used to develop the recommended budget priorities that will help inform the budget assumptions.
- 3) The Program Audit form established during the 2019-20 term was slightly improved and used to successfully audit three programs; Humanities, Math and Paramedics. The audits use prior-year program revenue and expense information to assess how well the program is operating. All three were completed in March 2021. It was determined that there were no red flags for any of the programs, however a deeper dive into Math showed how the ratio of full time faculty to part time faculty can drive the cost effectiveness of a program.
- 4) The Program Budget Recommendations form, which includes a summary of budget priority recommendations based on the Outlook Statement goals. The document is a culmination of work done by the committee starting in August of 2020. In addition to the recommended budget priorities, the document 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 2021-2022 at its April 2021 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 2021-22

- Provide resources to support relevant professional development opportunities and have a responsible party who will assess the effectiveness of what is provided.
 - Identify budget for technology and facilities infrastructure renewal to support instruction and the overall student experience.
 - Identify which Chancellor's Office provided/free resources are necessary for the District, and secure funding for those resources that will no longer be free to the District.
 - Create a dedicated budget for the funding of Program Review ranked plan resources and clarify for the campus community the budget allocation process for unfunded ranked plan resources. Ensure the final list of ranked plans is distributed to Program Review authors and posted to the website, and that the steps to acquire the resources for the funded plans are clear.
 - Leverage COVID-19 funding to address the District's technology and technology infrastructure needs.
 - To the extent that is allowable, use COVID-19 funds for retention, and for outreach to potential students who may not be enrolling due to COVID-19 or to re-engage students who stopped out.
- 5) The 2021-22 Preliminary Budget and budget assumptions were reviewed at the April 26, 2021 meeting to discuss how the budget is aligned with District planning. It was evidenced that the Preliminary Budget is tied to planning. One example of this is the planned transfer out of \$1 million dollars to help fund technology replacement and deferred maintenance, which ties directly to a goal in the 2020-21 Annual Plan.

The committee held its final meeting of the 2020-21 year in May 2021 and selected three programs for next year's audit cycle - Library, RN, and if time allows, Physical Science programs.

The committee will reconvene during the 2021-22 Fall Convocation week.