

Budget Advisory Committee 2023-2024 Year End Summary

The Budget Advisory Committee (BAC) began its fifth year, again meeting via Zoom. The BAC had the first meeting for the 2023-24 academic year on August 18, 2023, welcoming back its former members and introducing new members, Amy Moffat, and both Tim Wolcott and Michelle Haggerty joining the BAC in December 2023.

During the 2023-24 year, the BAC focused on completing the Annual Budget Outlook Statement, which included goals for the 2024-25 budget cycle, as well as finalized the Budget Priority Recommendations form which included budget priority recommendations for 2024-25. This year the BAC also held many in-depth conversations with the Co-Chairs of the Program Review Committee (PRC), Bob Brown and Colin Trujillo. The BAC and PRC discussed how to work together on incorporating Program Audit Data into Comprehensive Program Reviews. The committee finalized and reviewed its major documents between August 2023 and April 2024.

2023-24 Committee Members:

- Co-Chair – VPAS Julia Morrison
- Co-Chair Faculty Member–Levi Gill
- President CRFO or designee – John Johnston / Michelle Haggerty (Joined Dec. 2023)
- President CSEA or designee – Courtney Sousa
- IR/IEC Chair – Amy Moffat & Tim Wolcott (Joined Dec. 2023)
- EMC Chair – Lisa Gaetje
- Faculty member from Transfer - Amy Murphy
- Faculty member from CE/non-transfer/non-teaching – Derek Glavich

The major accomplishments of the committee during the 2023-24 term include the following:

- 1) On December 22, 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 2024-25 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. After many discussions, the three primary goals were set for 2024-25:
 - The district needs to track and report on the program resource requests that were funded and unfunded. Knowing the number and nature of the unfunded resource requests is an important budget indicator that is currently not being utilized. The district needs to determine which committee or position is responsible for collecting and publishing this information. It might make the most sense if this information were published by the VP of Administrative Services since the next step for funded requests is procurement.
 - The Budget Advisory Committee and Program Review Committee are going to work together to develop a process to include program audit data into the

comprehensive program reviews. They have agreed to start with instructional programs. Since this data is already collected, it will help programs better understand their financial footprint and identify any potential inefficiencies. This is expected to be a multi-year process to fully implement.

- The 2024-25 Budget should include necessary financial resources to implement any applicable recommendations that arise from the IT consultation report.
- 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 2023. 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 2023-24 at its January 26, 2024, 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 2024-25

Program Level Budget Recommendations:

- The Unrestricted General Fund (UGF) monies be set aside for technology replacement on an annual basis. According to data provided by IT, \$200,000 is required annually for infrastructure replacement, \$115,000 for faculty and staff workstation replacement, and \$350,000 for student desktop replacement. These amounts are based on a five-year replacement cycle, but infrastructure and workstation replacement would be done on an as needed basis (could be longer or shorter than five years). 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.
- IT and Maintenance 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. Communication about this shift to the impacted departments will be necessary for implementation.

Budget Priority Recommendations:

- The 2024-25 Budget should include necessary financial resources to implement any applicable recommendations that arise from the IT consultation report and to recover from server failure.
- Continue to provide resources for development of courses (POCR Process) for the California Virtual Campus- Online Exchange Initiative (CVC-OEI) in order to increase FTES and degree completions (one-time funding to on-going).
- Continue to allocate funds for replacement of district technology on a 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 ongoing maintenance and capital outlay budget (from one-time to ongoing).

The committee held its final meeting of the 2023-24 year on April 12, 2024 and will reconvene during the 2024-25 Fall Convocation week.