**COLLEGE OF ALAMEDA**

**BUDGET ADVISORY COMMITTEE**

**Minutes for November 14, 2018**

**Attendance:** Marybeth Benvenutti, Diana Bajrami, Anna O'Neal, Kwanna Rollins, Don Miller, Jane McKenna,

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| **TOPIC** | **PRESENTER** | **DISCUSSION** | **INFO/ACTION** |
| 1. **Agenda** | Marybeth | * Motion to approve agenda * All approved | Approved |
| 1. **Approval of Minutes** | Marybeth | * Motion to approve minutes * Approved | Approved |
| 1. **Budget Allocation Timeline** | Don | * For Fall, proposed distribution is done on March, before the Chair meeting. * State Equipment, we have received allocation but will be late in distribution because of the postponement of APU’s/Program Revues. Jan 28, Managers will go look at Program Reviews/APU’s * Diana had concerns because there is no show of check and balances in the timeline. With Lottery, no one cares about APU’s because FTES is used. * Diana would like a clear timeline so a few years from, when the body of the committee has change, that committee will see when and how it’s done. * Jane gave a reminder that 20% of equipment, the minute it’s received and before distributed, will be given to the Library. Money is needed at the beginning to pay bills by the beginning of the school year. * Jane also requested that Lottery given to Library should be revisited because it’s not enough. | Approved  Forward to College Council |
| 1. **Budget Training** | Marybeth | * Training could be about reading the budget code and to actually practice logging in to PeopleSoft. * Jane requested how to do pivot table. * Don said that the Training was initially for the Chairs but because of popularity, it’s been extended to anyone. * Marybeth said Managers receives prorata reports. It’s important to learn how to track information such as paying bills * Diana suggest that we invite Chairs again as well as Senate Committee. | Decided to have pivot table training on Fri, Nov 30, 10-11:30.  We will make announcement to Chair meeting and Senate Committee meeting for invitation. |
| 1. **Instructional Equipment Fund** | Don | * Diana thinks that interpretation of what is considered “Instructional Materials”. * Don suggested that if material is considered in the gray area, to write a couple of sentences for justification. * Diana believes that it really needed clarity. An example she gave was purchasing board markers for class but it was rejected because it was considered office supply. * Don also mentioned that he will talk to the President about when the refresh of the computers will happen. * There was an initial discussion about computer refresh every 3-5 years but it had never happened. | Don will talk to the President about when computer refresh can occur. |
| 1. **Next Meeting** |  | * Next meeting, will discuss Fund 01 * There will be no meeting on Dec and January. |  |

**Committee Charge**

* Review budgetary policies, processes, and timelines at COA and the District, provide feedback and communicate these policies, processes and timelines to the entire college community.
* Receive and review budget proposals from departments and/or program areas (APUs/Program Reviews); review the administrative recommendations and prioritization for funding such proposals
* Review priorities developed by administration with regard to the overall College Budget; Instructional Supplies, Discretionary Funds, Facilities Revenues and other cash receipts, and communicate such priorities to the college community. Provide recommendations for the funding priorities for overall college budget;
* Review Categorical Funding Budgets (i.e., DSPS, EOPS/CARE, CalWORKs) and the integrated planning budget for Basic Skills Initiative (BSI), Student Equity (SE), Student Success and Support Program (SSSP).
* Sponsor budget orientation and purchasing procedure workshops for the college of Alameda community to increase the budgetary competency and awareness about the budget and the budget allocation process.