**COLLEGE OF ALAMEDA**

**BUDGET ADVISORY COMMITTEE**

**Minutes for October 10, 2019**

**Attendance:** Marybeth Benvenutti, Diana Bajrami, Anna O'Neal, Kwanna Rollins, Don Miller, John Taylor, Charlene Roxas, Jane McKenna, Minerva Perez, Tina Vasconcellos

**Guests:** Ana McClanahan, Helena Lengel

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| **TOPIC** | **PRESENTER** | **DISCUSSION** | **INFO/ACTION** |
| 1. **Agenda** | Marybeth | * Motion to approve agenda * All approved * Diana request that Lottery be discussed on the next meeting. | Approved |
| 1. **Approval of Minutes** | Marybeth | * Change of date to 2018 instead of 2019 * Motion to approve minutes * Approved | Approved |
| 1. **Approval of Charges** | Marybeth | * Changes in charges was approved * Motion to forward revised charges to College Council * All approved | Approved  Forward to College Council |
| 1. **Presentation** | Tina Vasconcellos | * Tina is presenting the Integrated Budget (2SP and Equity)      1. There will be changes again. Student Equity and Achievement (SEA) will be replacing Integrated Plan (3SP and Equity). 2. As of right now, it will have the same allocation as 2017-2018 fund. 3. Vision for Success Goals – There are 6 Goals that must be met. 4. Under Guided Pathway, there will be some integration of certain program such as SEA, CC Promise Program (AB 19), Student Centered Funding Formula, CC Promise Grant, AB 705. Simplified Metrics, Strong Workforce Local Board Goals, and EEO-Faculty Diversity. 5. 2018-2019 will be the last year for 3SP. BSI will be going away (no Title 5 requirement). Equity will have new reporting conditions. 6. Allocation: $ 972,211. 100% goes to staff/faculty/admin salaries. Dean of Enrollment $ 91,048, 4.5 faculty, Classified (Welcome Center, Outreach, Assessment)   Student Equity:   1. Supporting Associate Dean, Pathway to Law, MESA, Outreach, Embedded Librarian, Atlas, Umoja, New Dream, Professional Development, On-line Counseling. 2. Pre-counseling Career Assessment 3. Student Life  * Previous practice, 3SP and BSI go straight to the District. Now, allocation goes to the District first then distributed to the colleges. % goes to District first, then whatever is left is then distributed to the different colleges. * Colleges had requested that there should be a cap that the District can take but it was turned down. |  |
| 1. **Instructional Equipment Fund** | Don | * District received less Instructional Equipment money from the State. Because of BAM, COA received $ 51, 702. 33. * 20% is allocated to the Library = $10,340.47. * Remaining = $41,361.864. * For allocation, we can continue previous practice:  1. Look at APU 2. Look at Program Plan 3. Look at campus wide needs, ex: Library needing books 4. Convert to 4 smart classrooms 5. Revitalize a computer lab 6. Talk to Dept. Chair for recommendations.  * Diana is concerned that APU/Program Reviews are not looked out when deciding distribution of fund. * Diana will try to look and revisit which department received previous year. * Don would like Program Review to be turned in in November or December. |  |
| 1. **Fab Lab** | Ana | * Ana request that Fab Lab to be part of COA funding stream. * Fab Lab is a 2 year grant. * It is now on its 3rd year and Ana request that Fab Lab be embedded into COA program. * Diana asked who initiated the grant. * Ana said it’s the CC Maker Space Initiative. * Request for continued funding ~ $226k (main cost being faculty and classified technician). * Curriculum is being reviewed in a state level so COA can collect FTES. * We are courting Industry Sponsors * Because COA Fab Lab is done well, if there are other funding, COA is in line to receive them. |  |
| 1. **Next Meeting** |  | * Nov. 14 (Wed) * There will be budget training * Look at Fundraising form. |  |

**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.