**COLLEGE OF ALAMEDA**

**BUDGET ADVISORY COMMITTEE**

**Minutes for May 15, 2019**

**Attendance:** Marybeth Benvenutti, Diana Bajrami, Anna O'Neal, Don Miller, John Taylor, Charlene Roxas, Jane McKenna, Rochelle Olive

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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 | * Some changes on grammar from the minutes
* Motion to approve minutes including the changes.
* Approved
 | Approved |
| 1. **Discussion on Previous Meeting Resolution**
 | Diana | * Diana explained the necessity of including Business Directors from all Peralta Colleges, who knows well the intricacies of all aspect of the given budget.
* Rochelle said that the District is aware of this and is in discussion. Resolution should be sent to the PBC. It should be sent to the PBC Chair, Fred Bourgoin, and the VC Finance, Harrison.
 | ApprovedCOA PBC Rep should bring it up to PBC |
| 1. **Instructional Equipment Fund, Allocation 2019-2020, Recommendation**
 | Don | * Like always, Equipment money distribution, Library will get its share first.
* VPI Miller distributed the finalized allocation of Supply and Instructional Equipment Funds.
* Diana is concerned about the accuracy of the shared documents as in the case of the econ department a request was submitted via the APU but the document stated otherwise .
* Don said he will look into the APU discrepancy.
* John request that it should show that it is lack of funding why some programs are not given their share instead of assuming that some APU’s were never turned in.
 | Don will look into the APU discrepancy. |
| 1. **Lottery Fund**
 | Don | * Don is aware of past distribution. He wants to point out that some Departments are small, such as Dental but very expensive to run. Sometimes there aren’t as much sources for their Labs to run, and this is same for Biology and Chemistry Labs.
* He submitted to the committee how the money is allocated for the next fiscal year. Total is $130k.
* Marybeth asked how much money will be carried over for next year.
* Don said he’s not sure.
* Diana asked if we can see the % of how much the Department spent on their allocated money. Diana said it’s not to punish but just for fiscal assessment.
* .Diana would still like to see the process of how the money is distributed to each one.
 | Don said that money will be uploaded as soon as the District allows it |
| 1. **Next Year Goals**
 | Diana | * Diana would like to see more Student Service participating in the budget committee. Student Services participation has been sporadic at best.
* Interim Director for Budget should be coming in July.
* Also, the committee charge shall be finalized and the priority of the next meeting in September.

As the meeting adjourned, the committee thanked MaryBeth for her leadership and contribution to the budget committee and to COA | Goals Approved |

**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.