College of Alameda

**Budget Advisory Committee**

**Meeting Minutes**

**Date and Time: February 12, 2020**

**Meeting Time: 12 – 1:00 pm**

**Meeting Location: A149**

Present: Diana Bajrami, John Taylor, Kawanna Rollins, Jane McKenna, Don Miller

Absent: Chungwai Chum, Tina Vasconcellos, Anna O’Neal, Pauline Roxas (roxaspaulineanne@gmail.com)

Guests:

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| **Topic** | **Presenter** | **Discussion** | **Info/Action** |
| Call to Order | Bajrami |  |  |
| Adoption of Agenda | Bajrami | Adopt the agenda as distributed. |  |
| Approval of Minutes | Chum | Approve minutes from 11/13/19 meetings |  |
| Schedule reduction | Bajrami | There was a discussion about the formula used for schedule reduction. Diana appreciated the opportunity for the chairs to present feedback, but also emphasized that an overall formula for all disciplines might not be the most efficient approach of dealing with class reductions.  Diana also emphasized that that the Discipline Planning documents are useful when scheduling course.  The discussion evolved to address some of the lower enrollment patterns and John emphasized the importance of having the same counselor assigned to disciplines, or at least notify disciplines of changes and rational of these changes when reassigning counseling staff for each discipline. Diana reinforced the importance of assigning counselors to each discipline who have a knowledge base of discipline and degree requirements. VPI Miller described the process used by the chairs in making the suggested class reductions, and described the process for adding new courses based on the high productivity of previous years.  Also, he emphasized that with the ongoing feedback and communication the formula for class reduction or planning will be improved as this is an ongoing process where feedback is valuable. |  |
| ISER | O’Neal | Anna provided a brief progress of accreditation efforts as the team is in the data gathering process. The committee agrees to have this item as a standing item for each meeting during this accreditation year |  |
| Other Items | Bajrami | There were no last-minute discussion other than an inquiry on the status of Lottery and Instructional Equipment Funds for 20-21. At this point, there is no decision made regarding the allocation fo these funds. |  |
| Adjournment | Bajrami |  |  |
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