

BUDGET COMMITTEE
September 19, 2014
Summary Notes
9:00 – 11:00 a.m., BFL-210

In attendance: Michael Almaguer, Scott Brown, Laura Burns, Jackie Jones Castellano, Kathleen Costa, Toni Fannin, Keith Montes (Guest), Brett Peppo, Virginie Poetry, Teresa Towers
 Guests: Roshan Dahi, Lindsey Lang, John Nahlen, Ted Wieden
 Note Taker: Mary Healy

	Topic/Activity	Summary
1.	Public Comment	None
2.	Announcements	Ted Wieden reported that the Accreditation Visiting Team will be here in about two weeks. So far, they have only asked to meet with the Curriculum Committee. Committee members will probably be asked to meet with the accreditation visiting team on Oct. 8 or 9. Substitutes should be used if the visiting team wants to meet with a faculty member during their regular class time.
3.	Agenda Review	Castellano moved to approve the agenda, Fannin seconded. The motion passed.
4.	September 12, 2014 Minutes	Under Item 6, 3SP and Student Equity Plan Update, Castellano said it wasn't clear which report was due Oct. 17. It was unclear from the Minutes which plans were being discussed. In the future, the Student Equity Plan and the 3SP Plan should be separate agenda items. Castellano will send Healy her notes about the Student Equity Plan, who will add those notes to the Minutes. The Minutes will then be reviewed again. Costa moved to accept the Minutes with the exception of Item 6, and Fannin seconded. The motion passed.
5.	Basic Skills Initiative – BSI Report	Lindsey Lang presented this item. The BSI Report was sent to the Budget Committee and Lang received no feedback. There will be another opportunity to apply for funds. Some funds have been approved for fall 2014 and they're beginning to look at spring 2015. Lang finds there is a need to request more informative data from the district research group. The data in the report is incomplete. The BSI Committee must ask the district the right questions to get the data needed. The BSI Report will be available to the public very soon. Lang is taking it to College Council on Monday, 9/22/14.
6.	Budget Committee Fall	Everyone reviewed the fall schedule. The next meeting

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	Agenda Schedule	will be on Friday, 10/3/14 and the first hour will be a presentation at the Deans & Dept. Chairs Meeting, and from 10:00 – 11:00 a.m. will return for the regular meeting. Michael then explained what will be discussed at each meeting for the rest of the semester. Fannin moved to approve the schedule, Burns seconded. The motion was carried.
7.	Phase 3 – Tentative Timeline FA14-SP15	Almaguer will make a timeline for Phase 3 which will continue through spring 2015. This item was tabled until the next meeting.
8.	Phase 3 – <ul style="list-style-type: none"> • Operating budget primary needs • Operating budget re-allocation options • Operating budget re-allocation rubrics 	<p>At this point, everyone introduced themselves to Scott Brown, the new ASDVC student rep. for the Budget Committee.</p> <p>Almaguer then proceeded and distributed and explained his notes on Phase 3. The final work of Phase 3 is in progress and will be completed by May 2015</p> <p>Discussion ensued regarding operating budget primary needs - supplies and equipment were determined to be primary needs of a unit. Travel and conferences are needed in some units and not as critical in others. Some units need student workers to run their programs. Costa said the Committee needs to hear from the student services and non-instructional units. Nahlen and Dahi explained the chart of accounts and answered questions. It would be useful to know how much money is being spent on certain items. It would also be useful to know what the majority of the operating budgets are spent on. When making decisions, the Committee should have as much information as possible. DVC's budget is decentralized. Costa explained that the SRC departments don't have a budget and must request funds from the administration. Most of the requests she receives is for tutoring hours.</p>
9.	Phase 3 – campus wide: <ul style="list-style-type: none"> • Communication • Education Strategies • Information Gathering 	The committee recognizes that in order to provide operational transparency and to make informed recommendations there is a need to interact with and educate the campus community about the college budget and resource allocation process. It was determined that the budget committee should make informational presentations to a number of key campus

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		groups and committees over the next number of months. The first BC informational presentation will be made to the Deans and Department Chairs group on October 3, 2014. Almaguer reviewed the agenda for this presentation and dept. chair training. The entire Budget Committee, including Nahlen and Dahi should attend. It was decided that the following members will cover each agenda item: 1 and 2: Castellano and Peppo; 3: Costa and Almaguer; 4: Almaguer. Nahlen and Dahi will offer expertise as needed during the presentations.
10.	Operating Budget Review GL Accounts for Working Budgets	Dahi and Nahlen reviewed the GL account system and organizational structure. They explained how the object codes have been organized and how expenditures should match the appropriate object codes.
11.	2014-15 Annual Budget Plan –	Tabled

Next meeting: October 3, 2014 in BFL-CCR and BFL-210