

D R A F T
BUDGET COMMITTEE
MAY 4, 2011

Present: Greg Chamberlain, Kate Pluta, Rachel Vickrey, Jennifer Marden, Stephen Eaton, Meg Stidham, Lynn Krausse, Corny Rodriguez, Debbie Spohn (recorder)

The purpose of today's meeting is to work toward finalization of the budget criteria. We also want to find a time everyone can meet in the fall for regular meetings.

Program Review Changes

The latest draft document regarding proposed changes to Program Review (revision #12) was distributed. Kate stated that this has been to College Council, FCDC, and Program Review for feedback. The criteria document needs to be finalized for full implementation. The Annual Program Review will reference college goals. The Program Review committee (PRC, previously IEC) will respond in writing, and will forward their response to College Council. This committee will be the one to review and consider changes in priority and structure. Integrated program review will launch in 2012-13. This version of the proposed changes goes to the Senate for a vote today (5/4) and the College Council on Friday (5/6).

Budget Criteria Document

The latest document was distributed. Also distributed was a definition of sustainability at Porterville College. It is unclear what "Ideals" means in this context.

In the criteria document, the areas were further identified and developed. An index of "Best Practices" will be compiled and included. PRC is going to use a Rubric to continue to solicit feedback. Jennifer stated it was her understanding that these would be used at the program level. What recommendations might come back from the program level? Rachel answered that the PRC would take a look at whether the review is complete. Using a rubric should make this a more meaningful process.

In terms of membership, there will be two co-chairs. The current structure isn't going to work because membership is based on volunteers. The committee needs a representative from FCDC. The people that develop the Rubric should know how it will be used, and make it more of a checklist.

The criteria is designed to be used by all budget administrators. Kris asked how this compares to accreditation standard #4. This is a subcommittee of the Steering committee. They are charged with providing direction to the President. Any objections should be thoroughly

discussed throughout the process. Was CSEA consulted about what classified membership should be? At what point does CSEA give input before approval? We don't have a clearly defined process of who should be involved and at what step.

Committees are reading program reviews and giving feedback. This is the same process as was used previously. In the spirit of the process of communication, feedback should be sent to the constituents. But the key really is an understanding of what they are developing is a 'straw man', a place to start. The document can be called a working draft to allow for a starting point, and allow it to be circulated.

Where do we go next? How are you feeling about the process? We're anxious to get this done for accreditation. We are on draft #12; the process has been well-circulated and well-discussed. The current PRC is well represented; it is difficult to tell who from this group will continue to be a part of the committee in the fall. Faculty cannot be required to participate in activities over the summer without compensation.

↳ **Action item:** Get the budget criteria 'working draft' document out within the next few days.

College Council meets on Friday (5/6). The goals should be referenced, as should accreditation standards. Under Health & Safety, i.e. should be changed to e.g. LaMont also wanted to include something on hazardous materials. Should the questions be reworded as statements? It was suggested that rather than try to reword the questions, a statement be included explaining that the questions listed are to inspire thought. It was suggested that rather than have the document be circulated in draft form, more work be done during the summer so that it is complete.

A work session was scheduled for the afternoon to work on the Criteria document.

DRAFT
BUDGET COMMITTEE
MAY 20, 2011

Present: Greg Chamberlain, Nan Gomez-Heitzeberg, LaMont Schiers, Kate Pluta, Stephen Eaton, Meg Stidham, Lynn Krausse, Corny Rodriguez, June Charles, Nick Strobel, Kris Toler, Debbie Spohn (recorder)

Lynn presented the Budget Decision-Making Document as revised at the work session. The items were discussed as presented, and wording suggestions were discussed. See attached document draft highlighting changes.

Changes to this document as agreed upon at this meeting will be ready by early next week. Corny will be taking this document to the Academic Senate Executive Board on Thursday. Once it has been reviewed for content, it will be circulated to College Council.

Budget Update

The Governor's May Budget Revision was revealed. The CC League website has more information; watch for updates. BC will be using our carry over funds for 2011-12, which means that the potential for budget reductions in 2012-13 is greater. The "All Cuts" budget scenario is still a possibility; raising fees is also a possibility. However, if fees are raised, it won't be until spring semester at the earliest.

Next Meetings

There is a meeting on the calendar for July 15 at 10:30 a.m. The meeting currently scheduled for June 17 is cancelled. Watch e-mail for announcements of summer meetings that may be necessary regarding various budgeting issues. Regular meetings for the fall are being considered for the 2nd & 4th Mondays from 4 to 5:30 p.m. Watch Outlook for meeting requests.

Bakersfield College Budget Decision Criteria **Revised May 31, 2011**

With the goal of maintaining quality programs and services in all administrative, instructional, and student support areas, those making budget recommendations and decisions will use data and the criteria listed below. All budget decision-makers will communicate their decisions and the rationale with the sector of the college community they oversee. The rationale will address the identified criteria and data used.

Statements and questions included in the discussion of each criterion are intended as a general framework rather than an exhaustive list.

College Goals

The budget decision will be aligned with College mission and goals.

Core Mission

The budget decision will ensure that the college will be able to continue to offer a range of courses of sufficient breadth and frequency in the core mission areas of transfer, basic skills, and career/technical education (CTE) with appropriate student support services so that students can move through programs to earn degrees.

- Basic Skills
 - How many levels below college level should we offer?
 - What are the needs of the people within our service area?
- CTE
 - What is the basic educational level needed?
 - Is the program offered somewhere else?
 - What are the needs of the people within our service area?
- Transfer
 - Do the courses within each discipline that meet the Transfer Model Curriculum (TMC) receive priority?
 - Do courses offered transfer broadly and meet specific California State University (CSU) and University of California (UC) requirements?
 - How often should courses be offered?
 - What are the needs of the people within our service area?

Student Success

The budget decision will improve (or at a minimum, maintain) student success in one or more of the college's core mission areas: transfer, basic skills, and career/technical education (CTE). Student success measures will include items such as:

- Program and course completion
 - Identify traditional pathways, such as degree, certificate and transfer, as well as non-traditional pathways, such as General Education Breadth Certification, preparation for certification exams, and employment readiness.
 - Consider implementation of requirements such as matriculation and prerequisites to improve success.

- What Support Services are needed to improve course completion?
- What Administrative Services are needed to improve student success?
- Critical thinking and adaptability
 - Critical thinking and adaptability will enable the student to adjust to changing economic environments without having to continually come back to the college for retraining.
 - Critical thinking and adaptability can be measured through program-level assessments.
 - What Support Services are needed to improve critical thinking and adaptability?
 - What Administrative Services are needed to improve critical thinking and adaptability?

Program and Service Sustainability

- Is the benefit of this program or service worth the cost?
- The budget decision will not discontinue an academic program without following the Program Discontinuation Process determined by the Academic Senate.
- What is the optimal student-to-teacher ratio?
- Can students progress through a sequence of courses?
- Are program Student Learning Outcomes (SLOs) achievable?

Facilities Needs

- The budget decision will consider the needs of a learning environment that will promote student success in our classrooms and study-research spaces (e.g. classroom space; lab space electricity; heating, ventilation, and air conditioning [HVAC]; markers or chalk).
- The budget decision will consider the needs of office and operational space for various administrative functions of the college (e.g. employee office space).

Technology Needs

The budget decision will consider technology needed to address all other criteria (e.g. computers, software, media equipment, network, teleconference and videoconference).

Health and Safety

The budget decision will ensure a healthy and safe learning environment for our students and employees (e.g. Fire Prevention and Evacuation, Accident Prevention, Maximum Occupancy, Emergency Response, Health Services, Waste Removal, Utility Infrastructure).

Legal Requirements and State Mandates

The budget decision will ensure that the college follows all legal requirements and state mandates (e.g. Title 5, American Disability Act (ADA) Compliance, Faculty Obligation Number (FON), 50% Law, and participatory governance requirements).

Human Resource Needs

- The budget decision will consider staffing levels and professional development needs to address all other criteria.
- The process for filling any position must be consistent with Human Resource guidelines, funding requirements, and collective bargaining agreements.

BUDGET COMMITTEE

September 12, 2011

Present: Greg Chamberlain, Jennifer Marden, Meg Stidham, Nan Gomez-Heitzeberg, Kris Toler, Stephen Eaton, Nick Strobel, Kate Pluta, Lynn Krause, Joyce Ester, Corny Rodriguez

Attached is the latest version of the Budget Committee Charge, showing the revisions discussed at this meeting. To avoid confusion in the future, versions will be numbered and dated. The revised committee charge will be forwarded to College Council.

The Budget Decision Criteria document dated May 31, 2011 is the final version of this document.

⇒ **Action item:** The budget decision criteria document will be presented at the College council meeting on Friday, Sept. 16.

Greg introduced the College-wide Committee report that was discussed by the committee co-chairs. Each committee has been asked to provide a report three times during the year on progress toward fulfilling the committee charge, and contributing to the College goals. The first report is due on Sept 30, and will be sent to College council, the Academic Senate, and posted on the website for campus-wide perusal. The co-chairs are responsible for the development of the reports.

⇒ **Action item:** Greg and Corny will develop a draft of the committee report, ready for review at the next meeting on Sept. 26.

[insert budget discussion here]

Based on the adopted budget, we are okay on the 50% law. The FTFO is applied district-wide. The reserves are pulled from the compliance test. Is the vacation accrual part of the 50% law or part of a liability against the reserves?

⇒ **Action item:** Greg will talk to Tom about banked load and vacation accrual and the 80% target. Does it count in the reserves?

One goal is to have 100% of the banked load and vacation funded within 5 years, at 20% per year.

The reserve referred to is the carry-over from the previous year. Part of this year's reserve was used to fund adjunct overload. The targets are based on summer, fall, and spring. To drop below the "floor" means a loss in funding. Any courses under 25 students require a rationale to continue.

LaMont shared copies of the revenue and expenditures from the budget, which explains the difference between last year and this year.

⇒ **Action item:** At the next meeting, LaMont will provide a year to date report showing how much has been spent from the carry-over from 2010.

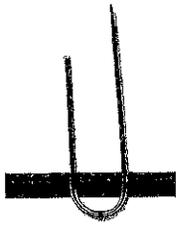
In 2010, a management position was eliminated from Maintenance & Operations. Greg is now taking steps to restore that position to provide assistance to the current M&O manager, as it is apparent the job is too big to be handled by one person. This will appear as a budget line item that is not currently in the adopted budget. We do not currently have a line item for minor constructions projects; LaMont will be creating a line item of \$250,000 for this. We also anticipate hiring an interim dean to replace Dr. Flores, who resigned in August.

College Council asked to add an FAQ regarding Cap and target to the budget criteria document.

⇒ **Action item:** Nick will sent out the document reflecting the request from college council.

⇒ **Action item:** Nan will draft a statement explaining ____.

The next meeting of this committee is scheduled for September 26 at 4 p.m. Nan and Corny will co-chair.



Academic Senate



September 22, 2011

To: Greg Chamberlain
President

From: Cornelio Rodriguez
Academic Senate President

Re: Academic Senate Approval of Budget Criteria

At its regular meeting of September 21, 2011, the Academic Senate reviewed and approved the May 31, 2011 version of the college Budget Criteria. I have enclosed that document for reference.

Please feel free to contact me if you have any questions.

CR:jm

Enclosure