

Budget Advisory Committee

May 14, 2019 2:00 pm – 3:00 pm Boardroom MINUTES

Present: Julia Morrison, John Johnston, Peter Blakemore, Mike Haley (phone), Courtney Bishop, Angelina Hill, Paul Chown, and Sara Stolt (minutes)

Not present: Tami Engman, Derek Glavich

1.0	Call to Order	Julia called the meeting to order at 2:00 pm
2.0	Welcome	We went around the table for introductions.
3.0	Welcome Discussion 1. Charge of Budget Advisory Committee (BAC) and BAC Calendar. 2. Housekeeping	 Charge of BAC – Julia and Pete are co-chairs for the BAC. Julia explained the background of the BAC coming together. She explained that this group came together to answer the big question "how to plan a budget as a college" and what our budget priorities are. She explained what to expect from being in this group. We took a look at the calendar and determined the majority of the work will take place in the Fall semester, our heaviest time will be Aug-Nov. After more discussion it was stated that the calendar will need to be tweaked as we go. We don't want to duplicate another committee's work, we'd like to work together to get the information we need. We want to also ensure that the
	a. Website? b. Frequency of meetings?	resource ranking is taken care of, but the BAC will not be responsible for resource requests. The group continued the discussion of how many programs to audit, 3 seemed to be a good number. Another idea was presented; how to understand budget and be realistic. If we are not being realistic, how can we be and are we in line with the vision for success? The meeting ended with Julia and Pete determining their next meeting to take a closer look at the calendar and the documents. They want to ensure they are being realistic with what to put out to the group and how to provide tasks prior to the meetings. Angelina mentioned she is putting recommendations of PVC on their website. It was confirmed that is good for this group. 2. Housekeeping a. Website; archive BPC, create new BAC website to include calendar, drop box for documents, meeting minutes/agendas, b. To meet every other week in the beginning. First meeting will be Aug. 20th for group. Especially important to meet bi-weekly in Sept, Oct, Nov. Pete and Julia to meet prior to Aug. 20th.
4.0	Future Agenda Items	Revised calendar
5.0	Meeting Adjourned 3:00pm	Next meeting Tues. Aug 20 th at 10 – 11am in Boardroom



Budget Advisory Committee

August 20, 2019 10:00 am – 11:00 am Boardroom MINUTES

Present: Julia Morrison, John Johnston, Peter Blakemore, Mike Haley, Tami Engman in place of Courtney Bishop, Angelina Hill, Paul Chown, Derek Glavich and Sara Stolt (minutes)

1.0	Call to Order	Julia called the meeting to order at 10:00 am
2.0	Approval of minutes	We went over the minutes from May 14 th , 2019. All approved.
	5/14/19	
3.0	Discussion	1. Goals
	 Set goals 	a. For the committee to understand its role in integrated planning.
	2. Select 3	b. To provide a useful product to the VP Admin Services for the budget.
	programs for	c. Successfully run through the process and assess it.
	detailed audit	d. Fine tune the calendar as we go through it and align the program review
	3. Discuss what	calendar with the BAC calendar.
	to review	Discussion: Peter discussed the background and need for the BAC. The idea is to
	from Program	provide transparency of the budget and how it is made. We need to include more
	Viability	voices and to align the budget with the annual plan and the Ed Master plan. We
	Committee	are looking at the planning process and how it relates to the budget. The BAC can
	(PVC)	help the process by reviewing the PRC and PVC documents. We can look at
		budgeting process this year by looking at last year's information.
		2. 3 programs for detail audit
		a. Athletics
		b. Adult education
		c. TBD – may or may not review a 3 rd (possibly Business) will decide Sept. 9.
		3. What to review from PVC?
		a. Goal is to not duplicate efforts
		b. Julia & Peter to review PVC reports to determine what info is relevant.
		There are full reports and summaries.
		Discussion: The calendar doesn't say what from the PVC we'll be looking at. The
		annual outlook statement was brought up.
		This year we'll look at last year's reports.
4.0	Action items	Peter and Julia will review the 4020 & 4021 reports to determine which
		information will be relevant to the BAC. Angelina will provide these.
		Julia & Angelina to ensure these are sharable documents – not confidential.
		All members will be given access to the DropBox; members can review the

		information if they desire to.
		Meetings will be the 2 nd and 4 th Mondays of each month for the Fall Semester.
5.0	Homework	Review of Annual and Ed. Master plan as homework – consider vision goals as well.
6.0	Future agenda items	Decide next meeting – 2 or 3 programs for review.
7.0	Meeting Adjourned	Next meeting Monday Sept. 9 th at 2:30pm in Boardroom
	3:00pm	