Budget and Resource Allocation Advisory Council

Meeting Summary - Approved
Sept. 15, 2016
12:30 – 2:00 pm Fox Center

Attendees present:

Brad Weisberg          J. Patrick Fenton
Alfred Forrest         Cher Vinson
Gretchen Ehlers        Donna Breckenridge
Cynthia Reiss          Sean Pepin
Herlisa Hamp

The committee agreed to adopt the proposed meeting calendar.

-1st and 3rd Thursday of each month

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Banner is now the primary source for Budget information. The Final Budget is posted and available through Banner. In September, Administrative services provided four sessions of the Banner training to all college staff, with up to 12 attendees in each session. Additional sessions will be held as needed.

The BRAC committee agreed that there needs to be better coordination of Program Review, BRAC and the annual budget preparation. The schedule for Program Review has been moved and associated budget requests are due on 11/4. BRAC needs Program Review resource requests ahead of
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our budget. It would be a vast improvement having these be concurrent, which will be beneficial because BRAC will be able to plan how to allocate. The committee needs to have time to be able to consider and determine the best place to allocate from the several different funds - rather than being rushed through the process and programs to communicate with BRAC. This change will be a combined symbiotic effort that was intended from the very beginning.

Integrated planning:
BRAC’s goal for FY 2016/17: develop a more comprehensive and transparent budget request process/answer questions.

In the interest of open communication, there was a discussion regarding the possibility of giving programs a presentation opportunity. Programs would come directly to BRAC meetings to state their position about the funding process. The committee could arrange times that people can make appointments and do a presentation to BRAC regarding their budgetary concerns. They can also be invited to come to explain their position. For example: If there is a substantial change in your program for which you will need different types of resources, then we want to hear from you. The sooner BRAC gets that information, before it begins looking at the budget, the better.

For the goal of transparency, six fundamental questions would need to be answered:
Who, what, where, when, why and how
Examples: When did you need to begin? What will additional funding include?
How many would be affected; what are the program priorities; sliding scale of what would allow you to still go forward with project. (It was suggested that departments might want to keep these ideas in mind when they are writing their Program Review).

TAC: The Technology Advisory Committee (TAC) was originally formed because the College had no viable forum for people to make technology requests and using state instructional equipment money. In actuality, TAC should help the College determine its strategy for technology. TAC determines where we are with our technology and discusses where we are going.

Outcome- how BRAC will evaluate requests for software, etc., in addition to the impact of the technology. In the long-run, TAC and BRAC will have to communicate as resource requests are put into budgetary action.

Next meeting:
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Synopsis of open requests and monies in fund accounts.

*Meeting adjourned at 2pm.*

*Notes by Cynthia Reiss and Donna Breckenridge*