Meeting Summary
December 7, 2017
12:30 – 2:00 pm  Fox 211

Attendees present:
Gretchen Ehlers
Brad Weisberg
J. Patrick Fenton
Elizabeth Maciel
Brenda Rogers
John Vlahos
Cher Vinson

Pat discussed the BRAC list of requests and noted that the majority of the requests rolling over from last year were Andrew Chandler’s (SOAD).

Program Reviews may be reviewed and funded from IEM funds, but if not, then from other funding. Facility Rental funds are used for unexpected expenses; materials cannot be covered, and Lottery funds are restricted to classroom use only.

Budget Worksheets will be sent out soon (possibly this week), which are due back to BRAC in February 2018. Pat will post an Analytic Report showing actual 16-17, Budget 17-18 and Actual, to the BRAC site.

Meeting adjourned at 1:07pm.
Meeting notes by Elizabeth Maciel
The College is at the point where it needs to balance the budget. Pat will not “roll over” the budget based on the past budget. Instead, his method is a “modified zero base”. He is looking at the Operating Budget right now, but is not looking at the Program Reviews yet. He looks at those budgets when they affect the Operating Budget. Currently, Pat is working on $2,200,000 of budget requests.

Pat distributed each Academic Deans’ budgets as it stands at the moment (most of the critical worksheets have been submitted) and commented that the General Fund number on the worksheets needs to be reduced. He moved things around but needs the Deans’ help to double-check, validate and assist with determining the level of prioritization for allocation of funds. Pat requested that they annotate and return them to him. He reminded the Deans not to put expenses in the overall budget and then repeat them again in the separate department budgets, for example, in Science and Math. By the end of next week, Position Control will freeze, but that should not affect the Deans because they would have already submitted and been processed.

The Travel and Conference expenses were moved from General Fund and put into the Deans’ budgets. Submittals for travel reimbursement, check requests and petty cash need to be for the current fiscal year. Travel requests are supposed to be processed in a 45-day window. The travel expense form indicates the allowance per diem. Student field trip costs could possibly come out of General funds.

Lottery funds may be used for instructional supplies which directly benefit the students in the classroom. Science and Math can buy hands-on supplies, but not cleaning supplies used for the labs.

The criteria for the Food budget: it’s acceptable for business meetings, however, not for social events. School functions are ok, ie tenure event. But overall, we must to be very careful about the food expenses. Beyond graduation, convocation, etc. Pat and Brad allocated money into the Deans’ budgets for food; they can decide how to use the funding. In PE, the athletic teams no longer use team vans; charter buses are hired instead. Pat has allocated the Entrepreneurial funds from Facility Rentals to certain projects. All equipment/software requests are in Column P- but are not necessarily funded. Column R- Funds that are removed and put into the Deans’ budgets. Software: if it’s for a classroom, the College pays for it, not the District.
The College has made the decision to eliminate the instructional material fees, which was a constant audit issue and couldn’t be justified since West Valley is a Basic Aid institution.

Sometime in April, (the 15th?) the District will cut off the Purchase Orders. It would help if departments would close the Open PO’s that are no longer valid. Delivery for everything must occur by the end of May.

On the BRAC document site, there is a larger document showing history of expenses/budgets.

Meeting adjourned at 2pm.
Notes by Donna Breckenridge
Budget and Resource Allocation Advisory Council

Meeting Summary
April 19, 2018
12:30 – 2:00 pm  Fox 211

Attendees present:
Gretchen Ehlers
Brad Weisberg
John Vlahos
Alfred Forrest
J. Patrick Fenton

Elizabeth Maciel
Donna Breckenridge
Cher Vinson
Laura Hyatt

The committee reviewed the highlighted Tentative Budget for FY 18-19. It will be posted with the encumbrances on the Web, and show expenditure rates for this year vs last year.

A discussion ensued as to the availability of the Tentative Budget for viewing and use.

Every District must have a tentative budget prior to the Fiscal Year, which the Board approves in June. It’s then loaded into Banner by July 1; however, Budget and Expense transfers are only processed once the Final Budget is approved and loaded in September. Sometimes, there is a “pooling” in Banner, where funds might be identified from another account, but they have to be from the same fund. It’s very important for individuals to run Budgets in ARGOS to verify the actual updated account strings to see where the funds are budgeted.

The Program Review process was discussed and its intent for funding purposes. Program Review requests should be for significant changes. Pat requested that those present review their Program Reviews and determine how to clean up, prioritize and identify what has already been addressed and funded. Meanwhile, Pat is compiling a summary of the requests. At this point in time, we have yet to know what project funds we will get and was is actually needed.

The Elumen system is frustrating. Program Reviews and requests seem to be unable to download from Elumen to Excel. People are experiencing difficulty finding the items (the one downloaded is not exactly accurate).

Meeting adjourned at 1:45pm
Notes by Elizabeth Maciel and Donna Breckenridge