

Budget Committee Meeting  
10/17/2019

Facilitators: Brian Furuto (VC Administrative Services), Shirl Fujihara (Budget Manager)

Attendees: Barbara Carlos, Aaron Hanai, Grant Itomitsu, Kapu Landgraf, Shannon Sakaue, Craig Spurrier, Annie Thomas, Jerilynn Enokawa

Absent: Lisa Kanae, Akanesi Kaufusi

- I. Questions about the TE Town Hall?
  - A. Summary - roughly \$2M is spent annually on TEs
  - B. Administration makes assignments, it is their decision.
  - C. Questions? None.
  - D. VCAA has the most control over how TEs are assigned. Same with lecturer assignments.
  
- II. What's happening in the field right now?
  - A. Budget Updates
    1. Q1 expenditure report has been done and projections made for the rest of the fiscal year. Expenditures projected out for the FY exceed what the campus has been allocated, which may result in a deficit if expenditures are not brought in line with allocations.
    2. Also concerning is that projected revenues may not hit what was projected for the FY when the allocations were made. It was recently reported this past week that enrollment is down across the campuses.
    3. Question: What about classes that normally fill over 75% that are not being offered for Spring 2020? We may need to find money in CCSF funds to help run the class.
  
- III. New - ARPD to PAIR Process
  - A. Flowchart - Process requires committee to meet in Spring at various times
    1. For ACCJC accreditation, they will be returning to review our Assessment Plan. The ACCJC Assessment Committee is chaired by Joanne Whitaker. The assessment committee wanted to tie assessment to our campus budget process.
    2. As usual, all ARPDs must be tied to one of the strategic plans (SSPs, CPRs, ARPDs, Program Review/Annual Report
    3. Requests (ARF) are prepared
    4. ARFs due to DC/Unit Head or Administrator by 12/20/2019
    5. ARFs due to Dean or VC for further discussion by 1/10/2020
    6. ARFs due to VC for further discussion 1/17/2020
    7. Submit vetted and prioritized ARFs due to VCAS (Budget Admin) by 1/29/2020
    8. ARF listing and completed ARFs sent to AGOs for further discussion by 2/12/2020
    9. Administrators to present prioritized list and discuss requests at CAC by 2/20/2020 (This is no longer the ARF Town Hall)
    10. AGOs prioritized ARFs due to VCAS/BM by 3/6/2020

11. Budget Committee Recommendation made to full CAC by 3/20/2020
12. CAC votes on Budget Committee recommendations to Chancellor by 4/16/2020
13. Chancellor makes the final decision on approved ARFs by 5/8/2020
14. 5-year budget plan (base budget and new funding) revision submitted to VCAS by 5/29/2020
15. Final Budget Allocation

B. Funding Request Form/ARF Form - to reflect ARPD to PAIR Process

1. The ARF form as it exists now will likely be revised.

C. New - Prioritization Rubric

1. KCC Resource Prioritization Rubric
2. Vote: Are we comfortable as a group to measure off of a 30 point scale, if we remove planning components that relate to 1) health/safety, and 2) accreditation as these should be either funded by the institution and/or part of a program's base budget? All except for one.
3. Vote: Are we okay with adding a section for the AGOs, with the methodology being stacking points for the perfect request? Unanimous.
4. Vote: Is everyone comfortable with 7 points given to each AGO? All except for one.
5. Budget Committee will need AGO rubrics for the 7 points. These need to be submitted by Friday, November 15, 2019 to Shirl and Brian, cc the committee.

IV. Open mic - Thoughts from the committee?

- V. Aaron was asked to check with Faculty Senate (FS) to name a second committee member from FS. He will let Brian and Shirl know.

Adjourned - 12:10 PM