

**SAN DIEGO MESA COLLEGE
BUDGET AND ALLOCATION RECOMMENDATION COMMITTEE**

Minutes

Tuesday, February 26, 2013

2:00 - 3:30PM

A-104 Conference Room

I. Call-to-Order: VPA/ VPI Convene

- **Review Minutes**
- **Minutes approved with minor corrections (A. Liewen, M. Hinkes: MSC All)**

- **Review Additions to the Agenda**
- **No Additions (A. Liewen, M. Hinkes: MSC All)**

- **Recommendations for Co-Chair**

A second call to fill the co-chair position was made to the committee. D. Gutowski conveyed that being the co-chair is a great professional development opportunity to learn the budget development process. The co-chair need not be a budget expert but have a willingness to learn and assist with the meetings. Interested committee member should contact T. McGrath or D. Gutowski after the meeting.

- **Length of Terms**

The co-chair position is for a two year term.

II. Budget Review

- **Review FTES/FTEF Process**

T. McGrath gave a report on how the campus receives money from the state and how FTES is calculated. The discussion included: enrollment, funding rate per FTES, WSCH – Weekly Student Contact Hours, FTES calculations, and productivity.

- **Budget Basics**

A Power Point presentation was given by D. Gutowski on Budget Basics which included the basic parts of a budget string and a summary of the 1000, 2000, and 3000 object codes. In addition charts were shown on the breakdown of the General Fund Unrestricted budget into salaries, benefits, discretionary funding, and contractual obligations.

- **Review General Fund Budget Process**

An overview of the step by step process was explained to the committee on how the General Fund Unrestricted budget at Mesa College is developed. The most time consuming and detailed portion of the budget development process is updating the contract and academic salary/ benefit information in the position control web portal.

III. Strategic Planning Process

- **Program Review Requests**

The committee was reminded that at the next meeting we will be receiving the supply and equipment requests from Program Review.

IV. Allocation Process

- **Supply/Equipment Prioritization – Rubric**

Copies of the rubric were handed out for a 2nd review.

- **Activity – Putting the pieces together**

The group was presented with a couple scenarios and asked to rank the mock requests using the rubrics. One of the examples included an ethical situation which opened up a brief conversation on the topic.

- **Deans Recommendations**

In addition to the rubrics the BARC committee will have a recommendation list from the Deans that can be used as a general reference throughout the review process.

V. Future Meetings

- **March 12 Agenda**

Review Supply/Equipment Requests

- **April 9 Agenda**

Make Supply/Equipment Recommendations

- **April 23 Agenda**

Evaluate Supply/Equipment Rubric/Process

- **May 14 Agenda**

- **Set Agendas for 2013-2014 Academic Year**

- **Future Agendas (Fall 2013)**

Review Campus Planning Process

Review Master Plan

VI. Adjournment