College of San Mateo

Budget Planning Committee

Meeting Summary Notes of March 18, 2013

Bldg. 10 - 401

**Members Present**: Mike Claire, Laura Demsetz, Maggie Ko, James Carranza, Arlene Fajardo, Susan Estes, Jennifer Hughes, Henry Villareal

**Student Representative**: Nick Vasquez **Guest:** Sandra Stefani Comerford

**Action on Agenda**

Agenda was accepted as presented.

**Approval of the February 25 Meeting Summary Notes**

Summary Notes of the February 25 meeting were approved as presented.

**Review of Planning Goals and Objectives**

Henry distributed a copy of the BPC Budget Plan of 2009/10 to 2012/13. He noted that a subgroup of the BPC, Jennifer, Laura, and himself had met to review progress made on the BPC Plan goals, objectives and action steps. He enthusiastically reported that the BPC has made great strides in fulfilling the first three goals and objectives. The fourth goal addressing institutional advancement that includes strategies for fundraising and securing external grants has not been met. Nonetheless, President Claire noted that fund raising and securing substantial grants for the college remains a high priority, therefore, the college will continue to work towards fulfilling the institutional advancement goals.

**Recommendation to Dissolve the BPC and Integrate Into IPC**

Laura introduced the topic of dissolving the BPC by providing a document that outlined in a few steps how the college’s budget process generally operates. In essence, IPC reviews proposals within the context of the College’s goals and institutional priorities and establishes priorities for resource allocation. Cabinet and the college accountant prepare and track the budget. The BPC includes Cabinet and the college accountant as well as several members of BPC are also members of IPC. With the majority of BPC members being part of Cabinet and/or IPC, the primary role of the BPC which is to track budget expenditures and ensure allocations for new initiatives are within the college’s budget is viewed as redundant. After some thorough discussion on the topic, there was consensus to recommend to IPC that the BPC be dissolved at the end of the current academic year. Jennifer, as Co-chair of IPC, will communicate to IPC that the BPC role of tracking budget expenditures could be assigned to a subgroup of IPC. Further, to reflect the change in structure, it is suggested that the name of IPC be changed to Institutional Planning and Budgeting Committee.

**Operation’s Budget Augmentation Process**

Henry presented a draft of a budget augmentation form which would allow college divisions to request an increase to annual operating budgets. It was determined that the document was not sufficiently explicit in its purpose. It was suggested that the document be made more explicit as an augmentation for operational purposes. As well, Henry will revisit the topic with the instructional administrators who initiated the request.

**Process for Funding New College Initiatives**

Mike shared the good news that the President’s Office has funds available to support new initiatives that align with college priorities. These funds include sources such as the President’s Innovation Fund, Measure G, auxiliary, and facility rental income. It is expected that additional one time and potentially longer term revenue will be generated from facility rentals to the Villa Nueva School and Palo Alto University. Mike is seeking assistance with development of a transparent process by which to review requests for and equitably distribute the funds. Members of BPC and IPC may be requested to participate in the development of a policy and procedure for distribution of the funds.

Given the variety of income generated from facility rentals and auxiliary services, it was suggested that an overview of the revenue stream sources and amounts be presented to BPC and IPC. Jennifer will plan to present this information at the next meeting.

**Next Meeting**: Pending