

Governance (and Non -Governance) Committee Survey – Fall 2015

Committee Chairs--

In our efforts to better evaluate and improve the processes of the institution, as well as address accreditation requirements, we would like to invite you to conduct a short self-assessment of your committee at your first Fall meeting. Please include the survey on your next agenda and ensure that your minutes reflect the discussions that occur on this topic. We would appreciate your feedback by **the end of October 2015**. Please send your completed surveys to **Daniele Ingrao** at **dingrao@glendale.edu**. Thank you in advance for your cooperation.

Survey:

Committee name: Budget Committee

Discussion date with committee: January 14, 2016

1. Based on your 2014 Governance Survey report/self-evaluation, please indicate the area(s) where the committee has improved its processes.

- Implementing a “weighted factor” prioritization system to determine the priority ranking of new budget requests has created a clearer and more transparent guideline for determining which items will be funded. The “weighted factor” also factors in the prioritization order developed by the standing committees.
- The identification of alternative funding at the beginning of the process and the limiting of budget requests that are forwarded to the Expanded Budget Committee has made the process more efficient.
- The alignment of the resource allocation process with program review has become more uniform and consistent.
- The Expanded Budget Committee met in September 2015 at a regularly scheduled Budget Committee meeting for instructions on prioritization of budget requests and process. This improved the process that was previously done by email.

2. Please explain the manner in which the committee's mission supports the overall mission of the college, as well as student learning.

Through its monitoring of the budget development process and implementation of the annual college budget, the Budget Committee's mission supports the overall mission of the college and student learning. The funding of new budget requests is considered with the college's mission and student learning in mind. The committee works with Program Review and standing committees to prioritize the resource requests supported by student learning objectives. This ensures the funding for programs and services are directly associated to successful student outcomes.

3. Are there any challenges or obstacles hindering the operation of the committee? Please explain.

- The primary challenge to the committee's operations is that there are never enough funds to cover all requests. The solution has been to create prioritization lists where the items ranked at the top are funded. However, the obstacle has been that unfunded items do not roll over from the previous year, and must start over in the next year. Mitigating the lengthy waiting process and insuring diversity in funding allocation have been areas hindering the committee.
- There continue to be requests for positions and other resources that fall outside the Program Review process. A more structured and transparent approach to filling these needs should be developed.
- The CHAC process for filling classified positions should continue to be followed every year so that positions can be prioritized and filled in a timely manner.

4. Please develop (and report) two indicators for benchmarking and measuring the committee's progress in improving its processes. How will you incorporate these indicators in the regular operations of the committee?

- Measuring the committee's progress in improving its processes can be determined by the level of efficiency and transparency in determining budgetary allocations. Incorporating these benchmarks into regular operations will occur during the committee's regular operations by continuing careful oversight and reporting of all budgetary accounts.
- Review the reallocation process (review of accounts \$6,000 and over) and report on annual savings at a more detailed level. Also, continue to recommend permanent reductions in accounts where less than the allocated funds are consistently spent.
- Continue to evaluate the resource allocation process and encourage a higher level of involvement by members of the Expanded Budget Committee.