

Final Report of the Budget Process Team  
October 5, 2006

Recorder: Linda Brown  
Reporter: Dan Clark  
Champion: Hod Doering  
Leader: Lyn Snyder

In Fall of 2005 we were set up as an AQIP Process Team and tasked by the OCC AQIP Steering Committee with evaluating the budget process at OCC and suggesting improvements upon our current budget process.

We reported out to the Steering Committee in December 2005 with a list of areas for improvement a set of suggested steps to improve the current process. These steps were approved to be implemented for 2006 by the Steering Committee.

First and most pervasive among our perceived needs was the lack of broad input and ownership of the final budget along with a lack of understanding of budget process at most levels.

Primary among our recommendations was the establishment of an ongoing, permanent Budget Committee to advise the President and other college officials in forming college budgets. It was further recommended that this committee have the broadest possible membership from the different constituencies across the campus as well as soliciting input from every possible level that is affected by the budget process, which is to say, everyone should be considered.

Our team champion met with President Adams to go over the membership of the new committee which was subsequently activated as a temporary committee for the next budget cycle under the leadership of Dr. Busby and has begun to collect information.

We feel that our primary objectives have been implemented and hold high hopes that this committee or one like it is able to become a permanent part of the ongoing budget process here at Owens Community College to help us meet the funding needs across our institution.

## Sarah Metzger - Budget Advisory Council

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**From:** President's Cabinet  
**To:** President's Cabinet  
**Date:** 9/18/2007 1:44 PM  
**Subject:** Budget Advisory Council

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Dear Faculty and Staff:

*This message is to all employees from John Satkowski, Vice President, Business Affairs/CFO:*

Last year, the Budget Process Committee (as recommended through process management) completed their work related to the procedures and activities needed to develop the budget process at Owens Community College. Those five key activities and procedures encompassed:

- Access to the Budget
- Training of Budget Managers
- Accountability/Responsibility
- Budget Cycle
- Budget Committee

In addition, it was recommended that since the fiscal year 2008 budget development cycle had a late start that the members on the Budget Process Committee would serve on the new Budget Advisory Council (BAC) through June 30, 2007. Now that the FY 2008 budget is in full swing, it is time to form a new Budget Advisory Council to continue the good work and to develop a rotation for membership.

Please refer to the 3 documents posted on the Budget Advisory Council webpage on the Intranet that identify the original committee's proposal, the position membership of the new council and the agenda for the budget development process for FY 2009. (See the link below.)

[https://intranet.owens.edu/committees/budget\\_advisory/index.html](https://intranet.owens.edu/committees/budget_advisory/index.html)

We look forward to hearing from those of you who are interested in serving on the Budget Advisory Council. Members who served on the previous committee are also encouraged to consider. The initial meeting will be scheduled in October, and the BAC will continue to meet bimonthly. More frequent meetings may be needed during the spring semester. Please send your e-mail of interest to [john\\_satkowski@owens.edu](mailto:john_satkowski@owens.edu). Thanks.

Sincerely,  
John Satkowski  
Vice President, Business Affairs/CFO