

# **CCC BUDGET COMMITTEE**

## **Minutes of the Meeting**

### **Committee Members:**

Mariles Magalong  
Terrill Mead  
Ysrael Condori, student

Donna Floyd  
Wayne Organ

Erika Green  
Seti Sidharta

### **BUDGET COMMITTEE MEETING**

Tuesday, October 30, 2012 @ 2:00 p.m.  
Room AA-216

1. The minutes of the last meeting were briefly reviewed, then approved.
2. Seti presented the revised rubric that she worked on with Erika, including the agreements from the last meeting. The document was reviewed and discussed, with the goal of having a revised rubric and budget augmentation process that meet the following criteria:
  - Clearly shows that the allocation process is linked with institutional planning.
  - Process is simple and equitable.

Seti will incorporate the edits discussed and bring the revised application form and rubric to the next meeting.

3. The committee discussed the allocation process for the other college budgets, namely;
  - Staffing
  - Operating
  - Others

It was agreed that the process used to allocate budget augmentation funds demonstrated the linkage between institutional planning and financial planning, therefore we will use this model to allocate other resources.

The college operating budget has been rolled over from year to year for the past several years, except during the years of budget cuts when reductions were implemented across the board. The option that the committee favored, among the few considered at the September meeting, was a combination of different options. It is envisioned to work as follows:

- The budgets from the previous year will be rolled over at 90%.
- 10% of all the budgets will be placed in a pool.
- All units will be required to submit a budget for the upcoming year, indicating how the rolled-over budget will be spent, and requesting additional funding, if appropriate.
- Budget requests will be reviewed by the Budget Committee, and determines what funding source (operating budget pool, augmentation funds, CTE, etc.) best meets the need indicated in the request.
- Budget Committee will prioritize the requests based on the rubric for those whose funding source has been identified as either the operating budget or augmentation

funds. All other requests will be directed the appropriate entity, i.e. the CTE Advisory Board for CTE funding, as appropriate.

- Budget Committee will present its recommendations/prioritization for funding to College Council for approval.

The revised rubric (See item #2 above) will be presented by Donna and Wayne to the Box 2A Committee for consideration. The goal is to have a similar rubric used in the Box 2A process, which clearly shows the linkage of institutional planning with Human Resources planning.

4. A sample Budget Allocation Rubric used by another college was considered by the committee. It was decided to include 2 elements from this rubric that is not yet included in CCC's: safety-related, and mandated (Federal, State, or accreditation).
5. The committee discussions about the items above will be continued via email, and special meetings called as needed.

The meeting was adjourned at 3:30 p.m.