

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, November 20, 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 form/rubric, which will eventually be used for all resource allocations. She also designed the form/rubric specifically for Box 2A. It incorporated the feedback from Academic Senate. This will be presented by Wayne to a wider faculty audience through the division meetings. He will present the same to ASU, Seti will present to Classified Senate, and Mariles will present to the management group. The goal is to disseminate the new form/rubric to as broad an audience as possible so that feedback from all constituents could be incorporated.

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

3. The committee discussed the new allocation process, integrating financial planning with institutional planning, that will be presented to College Council in December for approval. Below is a brief description of the proposed process:
 - All departments/units will prepare an annual plan, which includes the resources needed for the department/unit to achieve its desired outcomes. The “resources” will include operating budgets, budget augmentation requests, staffing, etc.
 - The Budget Committee and Planning Committee will jointly review the annual plans and prioritize the budget requests based on the rubric. There will be several funding sources
 - 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.