

CCC BUDGET COMMITTEE

Minutes of the Meeting

Committee Members:

Mariles Magalong
Terrill Mead *
Ysrael Condori, student

Donna Floyd
Wayne Organ

Erika Green
Seti Sidharta

*- absent

BUDGET COMMITTEE MEETING

Wednesday, January 30, 2013 @ 2:00 p.m.
Room AA-135

1. The meetings for the Spring 2013 semester were scheduled for the second Tuesday of the month, as follows:

- February 12, 2013
- March 12, 2013
- April 9, 2013
- May 14, 2013

Other meetings will be scheduled as needed; joint meetings with the Planning Committee has to be scheduled.

2. The committee members were asked to read the last accreditation report on Standard IIID. Financial Resources and visit the ACCJC website for references. Members were also asked to identify certain sections of the Standard to write the self-study report on. This will be discussed further at the February 12 meeting.

3. The rest of the meeting was focused on the new resource allocation model that the committee is expected to present to College Council for approval on February 14, 2013. The following will summarize the components of the model to be recommended:

- Resource allocation will be integrated with institutional planning.
- The model will be reviewed at the end of 2013-2014, the first year of implementation, and yearly thereafter. Revisions/enhancements will be made as appropriate.
- All operational budgets from 2012-2013 will be rolled into the next fiscal year at 90%.
- The 10% of operational budgets (approximately \$75,000) withheld will become part of a "budget pool." This budget pool will also include:
 1. Foundation augmentation funds – this is not a guaranteed amount, is determined annually, but has been set at \$50,000 for the past several years.
 2. College reserves of \$100,000 for budget year 2013-2014. Since the college's actual reserves will vary from year, the amount to be placed in the budget pool will be determined annually.
 3. President's contingency funds of approximately \$20,000.
- All units will have the opportunity to apply for funding in addition to the 90% roll-over. The funds available for this purpose is \$245,000 from the "budget pool" described above. Following are the specifics:

1. The application form, Annual Plan and Resource Allocation Request, will be used to apply for additional funding as well as additional classified staffing. A similar form was used for the recently concluded Box 2A process. Ultimately, the goal is to use the Annual Plan and Resource Allocation Request form for Box 2A, operating budget, and classified staffing.

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.

If a request is made for a faculty position, a copy of the form is forwarded to the Box 2A committee for its consideration.

If a request is made for a classified position, a copy of the form is forwarded to a committee, whose membership will be determined, for consideration.

For budget year 2013-2014, the Box 2A process has been completed. Therefore the annual plan to be submitted by all units would only include requests for additional funding and/or classified staffing.

2. All applications for additional funding will be reviewed and prioritized by a joint group – the Budget Committee and the Planning Committee. The joint committee will determine what funding source (budget pool, CTE, etc.) best meets the need indicated in the request. If the funding source identified is other than the budget pool, the application will be directed to the appropriate entity, i.e. the CTE Advisory Board for CTE funding. Otherwise, the joint committee will prioritize the applications based on the rubric.
 3. The timelines for the submission of the form will be similar to previous years: the end of March for those requesting additional funding/staffing, and the end of April for all others.
 4. Announcements regarding the timelines and guidelines will be sent to the college community via email.
 5. The joint committee will present its recommendations/prioritization for funding to College Council for approval.
4. There was a lot of discussion as to how to approach the resource allocation process in succeeding years, beyond budget year 2013-2014. One option discussed was to continue to withhold 10% of the base budgets, with the “base” being the 2012-2013 amounts, every year for 10 years such that at the end of 10 years, the entire college operating budget would have been reallocated using the new process/rubric/form. Another option was to continue withholding 10% of department budgets, with the base being whatever the prior year amounts were, including budget augmentations. A third option considered was zero-based budgeting. Establishing base budgets for every unit was discussed, along with the various ways of calculating the same. It was decided that these discussions will be re-visited in the future, before the 2014-2015 budget cycle.
 5. Wayne will send by email the most recent versions of the application form and the rubric used in the Box 2A process, along with suggested edits. Based on this, Seti will revise the Annual Plan and Resource Allocation Request form and corresponding rubric. These will be discussed and finalized at the next committee meeting on February 12, 2013.

6. One of the features of the Box 2A process that faculty liked was the opportunity to make a presentation to the Box 2A committee if they so choose. This was not too difficult for the Box 2A committee to accommodate since there were only 13 applications. For the Annual Plan and Resource Allocation process, there are approximately 50 or more units that could potentially apply. Allowing them the opportunity to make presentations to the joint Budget and Planning committees will be logistically extremely difficult. So in lieu of making presentations, the new process/rubric/form will be discussed at the front end, at division meetings, Council of Chairs meetings, etc.
7. The committee discussions about the items above will be continued via email, as needed, and a recommendation finalized at the February 12 meeting.

The meeting was adjourned at 3:14 p.m.