

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, February 12, 2013 @ 2:00 p.m.
Buildings & Grounds Conference Room

1. The committee discussed and crafted a revised Annual Plan and Resource Allocation process to be presented to College Council for approval on February 14, 2013. Attached are the following documents that comprise the recommendation:
 - The draft description of the new process
 - Annual Plan and Resource Allocation Request form
 - Rubric
2. Wayne graciously volunteered to use the above documents to draft the procedures to be added in the College Procedures Handbook by the end of the semester.
3. Applications received will be evaluated by the Budget Committee and the Planning Committee. If the joint committee determines that there are other funding sources that could address the request, the application will be forwarded accordingly. For example, if XYZ is a CTE department that applies for funding, the application will be forwarded to the CTE Advisory Board for consideration. The joint committee will still include XYZ's request in its evaluation/ranking. If XYZ is funded by CTE, then it will be removed from the joint committee's prioritized list.
4. There were several issues discussed, which the committee decided to include in an "Issues bin" to review after the first year of implementation of the new allocation model:
 - Classified staffing
 - Non-operational, out of the ordinary, one-time expenses such as a \$50,000 equipment purchase
 - Campus-wide projects/activities such as Tutoring
 - Others
5. A spreadsheet showing the 2012-2013 college operating budget by department, and the corresponding expenses for the last three years, will be posted on the portal as a reference.
6. The new allocation process will be vetted at the following meetings after College Council approval:
 - 2/22/13 NSAS Division meeting, 2 pm, PS 106
 - 2/27/13 LA Division meeting, 2:30 pm, LA-202
 - 3/1/13 LAVA Division meeting, 2:00 pm, Library

- 3/6/13 Council of Chairs meeting, 3:00 pm, LA 202

Committee members are encouraged to attend any or all of the above meetings.

7. Accreditation was tabled for next meeting.
8. Mariles presented a budget request from Admissions & Records to the committee. A request was made to allocate \$3,000 for the purchase of a bill counter for the Cashier. It is necessary to have a bill counter because of the large volume of cash (bills) handled at the Cashier's office and the fact that the old bill counter is becoming obsolete. The old bill counter will be given to Culinary Arts. The committee approved the request.

The meeting was adjourned at 3:20 p.m.