

## **CCC BUDGET COMMITTEE**

### **Minutes of the Meeting**

#### **Committee Members**

Mariles Magalong, Chair  
Beth Goehring  
Wayne Organ

Tammeil Gilkerson \*  
Jackie Lopez \*  
Carol Stanton\*

Maritza Guerrero\*  
Terrill Mead  
Student Rep

Substituting for Jackie Lopez; Brian Williams, and Joel Nickel Shanks

Student Representatives: Arieus Robinson, Kevin Gao

\*-absent

## **BUDGET COMMITTEE MEETING**

**Wednesday, September 21, 2016**

1. Beth motioned to approve last month's minutes, Brian seconds and the committee unanimously approves last month's minutes.
2. The committee unanimously approves agenda.
3. Review Instructional Equipment Funds:  
The definition of what instructional equipment funds are for and how much was allocated to our district. Contra Costa received \$428,931.00 for FY 16-17. Instructional equipment funds are available and able to be distributed to the departments. During this discussion there was a review of what the process is to use these funds and what the timeline looks like to get these funds to the departments. The guidelines for instructional equipment and then the states definition of equipment funds was reviewed for the committee. Allowable items v. non allowable items, it was to the conclusion that instructional equipment funds are not allowed to be used for administrative use but simply for instructional equipment use only. The processes concluded in the decision to use the instructional equipment funds was decided to keep the process the same for this year and then next year to re asses the way the processes go for allocating the funds available. The conclusions for being able to use the instructional equipment funds the sooner the documents needed submitted the sooner the funds will be allocated. Also to look at last year's issuing of instructional equipment and the forms necessary including the augmentation of the budget. In order for instructors to send in the requests for instructional equipment the timeline is as follows Sept 26<sup>th</sup> email out to instructors, October 31<sup>st</sup> proposed budgets submitted back, Nov 16<sup>th</sup> budget meeting our recommendations and proposed deadline for final recommendations, Dec 2<sup>nd</sup> submission to planning committee, Dec 8<sup>th</sup> college council action item.
4. Operational Budget:  
Conclusions: Keep process the same no paperwork and then next year reassess idea, this year no budget augmentation; rollover 10% to next year. Oct 13<sup>th</sup> College council for departments?

5. Meeting adjourned at 3:00PM motioned by Beth and Mariles.

DRAFT