

CCC BUDGET COMMITTEE

Minutes of the Meeting

Committee Members

Mariles Magalong, Chair	Jason Berner	Nick Dimitri
Beth Goehring	Joel Nickelson-Shanks *	Terrill Mead
Kelly Schelin	Brian Williams	Ken Sherwood
Carol Stanton *	Derek Casanares, student	Mayra Padilla

Yvette Escobar, note taker

* - absent

BUDGET COMMITTEE MEETING

May 22, 2018 1:00 pm / Building and Grounds Conference Room

The meeting was called to order at 1:03 p.m.

1. The agenda was approved by the committee.
2. Mayra noted corrections to her name spelling and rubric information on page two of minutes; the committee approved the April minutes noting that the corrections noted by Mayra be made.
3. The committee discussed the 2019-2020 Resource Allocation Process. There were three funding streams that Budget Committee has traditionally allocated:
 - **The General Fund Operating Budget** (excluding salaries or benefits which represents 95% of the budget) About one million.
 - **Instructional Equipment Funds:** This year there is \$60,000.00 plus to allocate in this fund.
 - **Foundation Funds:** This fund provided about \$50,000.00 a year. These funds have not been available for about the last four plus years and therefore no money in this fund to allocate.

In the past there was support around centralized tutoring which resulted in the position that Brandy Gibson holds. The college funds fifty percent of the position and the other fifty percent is funded by Equity. In the last few years the Budget Committee has set aside \$40,000.00 from the General Fund Operating Budget for Equipment/Maintenance funds for the whole college. This money is set aside for departments that have instructional equipment that require annual maintenance. It was further decided to set aside monies from the Instructional Equipment funds specifically for the Library and I.T departments because they traditionally ask for the same funding every year.

These tweaks were done to the allocation process as the Budget Committee saw fit and justifiable. Discussions around how to conduct future allocations is now taking place.

Past committee meeting minutes show discussion around professional development. A thought might be that professional development should look like campus wide tutoring where one body looks at all professional development requests. There is currently a Professional Development Committee that receives about \$17,000.00 from the General Fund Operating Budget and another \$12,500.00 from the District Office. A recommendation was made that individual departments not have funds in their budget for professional development, this creates inequity and imbalance as some departments have money for professional development while other departments do not. Also, that the departments should provide a breakdown on their spending on professional development.

A discussion regarding the amount of work involved to do this new process would be over and above what the committee members are currently doing and that the new process could possibly fall on to the department chairs. The timeline for the departments to submit a zero based budget, excluding salaries and benefits, would be by February 2019. Jason to take charge of drafting the communication memo to the departments.

It was discussed that the committee members should be aware that there may be additional professional development needed for staff to create these budgets and some committee members should be available to provide assistance with this process. Also, that the presentations around this process could be presented at Division meetings. It was noted that nothing should be deployed until the committee has a clear communication process in place. The language used should be robust and positive to make sure people are not feeling penalized and also to provide them an opportunity to give their feedback that would be very clear.

The discussion for Review of Committee Charge tabled for next meeting.

V. Adjournment time: 2:02 p.m.