

CCC BUDGET COMMITTEE

Minutes of the Meeting

Committee Members

Mariles Magalong, Chair	Jason Berner	Nick Dimitri
Beth Goehring	Vicki Ferguson *	Terrill Mead
Kelly Schelin	Joel Nickelson-Shanks *	Ken Sherwood
Carol Stanton *	Brian Williams	Yvette Escobar, note taker
Aireus Robinson, student	Addy Brien, student	

* - absent

BUDGET COMMITTEE MEETING October 18, 2017 from 2:00 p.m. – 3:00 p.m.

Meeting was called to order at 2:04 p.m.

1. The committee reviewed and approved the agenda.
2. The committee reviewed and approved the minutes of the October 4, 2017 meeting.
3. Action Items:

A. Recommend revision of Instructional Equipment allocation process

Carryover funds estimated at \$30K+ and 2017-18 State funding of \$69K+ will be available to allocate for Instructional Equipment this year. Library and (Information Technology) IT will receive most of these funds. As discussed and agreed to by the committee members previously, Library and IT would receive instructional equipment funds off-the-top and not have to apply every year for their recurring annual expenses. Though they will be exempt from the Instructional Equipment allocation process, they will still be required to express their needs in their Annual Plans. This will enable the committee to review their needs and identify other funding sources, if applicable. A motion was made, seconded, and approved to exempt Library and IT from the application process and funded off-the-top out of Instructional Equipment funds.

B. Recommend revision of Resource Allocation process

The committee continued discussing an additional level of prioritization as part of the ranking process. The deans will be asked to prioritize the requests for funding within their divisions. The existing rubric used for rating applications was reviewed, to determine how the deans' input will be incorporated. It was decided to use 10 points for this under item number 1. Justification, of the rubric. Jason volunteered to develop a draft form and point system for this purpose. This proposal will also be discussed at the

next Deans' Meeting. The goal is to have all the details worked out at the November meeting so the Budget Committee will be ready to craft a recommendation for College Council approval.

Since the deadline to submit annual plans is mid-February, the deans will be asked to submit their priority lists by the end of March, to coincide with the program review timeline. The Budget and Planning Committees will read and rank the applications in April, and present a recommendation to College Council in May.

4. The committee discussed Instructional Equipment funds carry-over. Departments are given 2 years to spend their allocation, therefore the 2016-17 funds have to be spent by June 30, 2018. Unspent funds are placed back in the pool of money that is available for distribution, subject to the allocation process. The portion of the IT plan that relates to instructional equipment upgrades for 2017-18 was discussed, as follows:
 - Three computer labs
 - PS 19, estimated replacement cost of \$3K
 - Advocate lab, estimated at \$25K
 - CTC 131 lab, estimated at \$33K
 - SMART classrooms, estimated at \$10K each to upgrade
 - AA207
 - B12
 - B2
 - B7
 - B8
 - ELC103
 - PS106
 - LLRC107
 - LLRC125
 - There are 82 staff computers to be upgraded, for which IT purchased items needed from its 2016-17 budget.

Meeting adjourned at 2:47 p.m.