

Crafton Hills College Budget Committee Minutes

Date: October 15, 2013
Time: 1:00 p.m. – 2:30 p.m.
Location: LADM 161 (Conference Room)

Members (Absent*):

Kirsten Colvey	Kathy Crow	Ben Mudgett
Bryan Reece*	Kathleen Gibson	Ruby Zuniga
Mike Strong (Co-Chair)	Bob O'Toole (Co-Chair)	Chris Robles (student)
Rebecca Warren-Marlatt	Scott Rippey	Karen Childers
Denise Allen-Hoyt		

TOPIC	DISCUSSION	FURTHER ACTION
<p>Review and approve minutes from last meeting.</p>	<p>The minutes were reviewed and approved with minor changes.</p> <p>The group discussed the committee membership and Co-Chair. Bob O'Toole was approved by both consensus and vote as Co-Chair. Mike informed the group Karen Childers is interested in joining the committee. The committee voted to add the Director of Grants and Resource Development as a standing member.</p>	<p>Reminder: Use the minutes roster for the agendas.</p> <p>Mike to update charge and membership.</p> <p>Rebecca to update Organizational Handbook.</p>
<p>College Brain Trust study</p> <ul style="list-style-type: none"> • Response to CHC Budget Committee's Recommendation • Meeting with District, SBVC, and CHC Budget Committees – Nov 4th. • LA Harbor College Report 	<p>The group reviewed Interim Vice Chancellor Tim Oliver's October 9th email response to the committee's memo recommending a broader scope of work for the Brain Trust. Oliver responded, "Detailed analysis of each entity's operation budget is outside the scope and resources of the project," but that the consultants would "look at the structure of the overall district budget." Mike pointed out the contract was approved at the last board meeting.</p> <p>Mike reported a budget meeting on November 4th will be called to discuss the allocation model. According to Oliver's memo, Budget Committee members from both campuses and the District will be included.</p> <p>Mike provided a copy of a report by Brain Trust consultant Michael Hill concerning the LACCD allocation model. Some of the issues parallel those triggering the study in our district.</p>	<p>Mike will send a response to Tim thanking him for the clarification and indicating our interest in reviewing the report.</p>

<p>CHC/District Budget update</p> <ul style="list-style-type: none"> Review Allocation Model 	<p>The group reviewed the allocation model.</p>	
<p>CHC Cost per FTES</p>	<p>The group discussed using CHC Cost per FTES to inform the allocation model. Discussion centered around the difficulty in using this model for allocation purposes. Mike explained how the state allocation works, including FTES as well as Base funding. The committee discussed a desire to see the evolution of the campus budget. The desire to understand CHC's fixed costs, what they are, and how they factor into our deficit.</p>	<p>Committee priorities to include review of the developmental budget, strategies to mitigate the deficit, and more closely monitoring of program-level expenditures, including reports from the VPs. Mike stated he'll work on putting together a graph showing colleges funding over the last several years.</p>
<p>Announcements and Closing</p> <p>Next Meeting: 11/5/13 @ 1:00-2:00pm</p>	<p>Adjourn 2 p.m.</p>	

Future Discussion Items:	Notes:
1. Budget Basics <ul style="list-style-type: none"> • SBCCD Allocation Model • 2012-13 Final Budget • PPR Prioritized Objectives • Resources: BAM, SBCCD Final Budget 	Review annually with new Budget Committee members. Priorities for the committee are: Resource Allocation Model Board Imperatives and EMP alignment PPR LIST
2. Statewide budget update	Standing Agenda item?
3. Review PPR resource requests and funding priorities – annual report to Crafton Council	
4. Review of budget district budget related processes & make recommendations	
5. Review of budget district budget related processes & make recommendations	
6. Develop a flowchart for information on reporting budget – KISS	
7. Review and examine the Resource Allocation Model	Current budget model does not address costs outside of the campus' control.
8. Develop a “Budget Snopes” to respond to budget related rumors.	
9. Review revenue streams—what are other colleges doing? Which ones can CHC use?	
10. Discussion and training on how excess funds are utilized	
11. Campus-wide budget awareness training—Ideas for discussion: How saving on supplies can help fund items on the PPR list.	
	The committee may wish to add succession planning to this list.