

Crafton Hills College

Budget Committee

Minutes

Date: September 16, 2014
 Time: 1:00 p.m. – 2:30 p.m.
 Location: LRC 135

Members (Absent*):

Mike Strong (Chair)
 Rebeccah Warren-Marlatt
 *Ruby Zuniga
 Bryan Reece

Denise Allen
 *Kathleen Gibson
 Scott Rippy
 *Ray Bell

*Ben Mudgett
 Andrew Guerra (student)
 Kirsten Colvey
 Dan Sullivan

TOPIC	DISCUSSION	FURTHER ACTION
Introductions, Brief Review of Charge and Membership, Mentor	Reviewed charge and membership. It was suggested, based on the membership listed in the Crafton Handbook that we add one more faculty to the committee.	Send out charge & membership with minutes from this meeting. Find one more faculty member to sit on committee
Review and approve minutes from May 20, 2014 meeting.	Approval of minutes will be taken to the next meeting.	Approve at next meeting on 10/21, no CESA rep.
Accreditation Standard IIID <ul style="list-style-type: none"> • What to expect • Sample questions 	Mike stated the accreditation team may want to meet with the budget committee. Likely they will ask questions about the allocation model and how institutional planning informs fiscal planning.	Send out Standard IIID to members, with dates for meeting with group, if necessary.
CHC/District Final Budget <ul style="list-style-type: none"> • Review 14-15 Allocation • CHC Budget • Long-Term Financial Plan • What info should be sent to Campus? 	<p>Both President's Cabinet's from SBVC and CHC met with the Chancellor's Cabinet to discuss balancing the budget and critical positions removed from the budget in order to balance it. As a result, critical positions will be funded. The District will be augmenting the campus budgets with funds designated as Student Success/Access funding. This causes CHC to look at all vacant positions to establish priority for hire if/when funding becomes available. We will also be looking at options to restructure/reorganize departments such as the Copy Center. Also, the direction for this year is to maintain and retain rather than grow. Since CHC grew 18.8% last year, we have been asked maintain that growth and not grow further in 2014-15.</p> <p>The State Chancellor's Office is re-defining the allocation formula to increase funding to districts with "un-met need." The LA and Inland Empire areas appear to have "un-met need." More refinement and definition will be brought to the committee following the ACBO fall conference at the end of October and as it becomes available. The District is hopeful that this will mean that SBCCD will receive additional funding in February with the final re-calculation allocation for 13-14 (sometimes called P3). Also might get some other district money for our growth. At that point, CHC will be able to fund the highest identified priorities (custodial, research tech(title V money), data spec., tutoring center, DSPS filling position with categorical funds, counselor with categorical funds, 9 faculty positions, 7 filled with Interim and 2 filled with adjunct, 5 classified fill, and the dean position). Administration has asked all departments to identify their top 5 positions. Program review priorities are to be used as the guide and priority that is already vetted. However, there are vacancies caused by attrition and retirements. At this time, we don't know how many (if any) of these positions can be filled.</p> <p>The Committee discussed strategies on helping all understand the directions and needs of CHC.</p>	Have board members come out and walk through the building; discuss with President's Cabinet. Positions paid with soft money will be hired—communicate those directions to campus.

<p>Hiring Priorities College Brain Trust Study – Chancellor's Cabinet Directions</p>	<p>Reference notes above.</p>	
<p>Instructional equipment and Physical Plant Block Grant</p> <ul style="list-style-type: none"> • Priorities & PPR Funded Inst. equipment 	<p>Discussion was had around having the budget committee prioritize equipment priorities that are not included in a department's program review. New equipment requests should be part of program review resource requests.</p>	<p>Communicate the funds the State has provided through the physical plant/instructional equipment block grant.</p>
<p>Committee Self-Evaluation (if time)</p>	<p>Not discussed.</p>	
<p>Closing Next Meeting: 10/21/14 @ 1:00-2:30pm, LRC 135</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	
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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.