

Crafton Hills College

Budget Committee

Minutes

Date: October 16, 2012
 Time: 1:00 p.m. – 2:30 p.m.
 Location: LRC 135 (Conference Room)

Attendees:

Mike Strong (Chair)
 Rebecca Warren-Marlatt
 Ian Waldron (Student)
 Kathy Crow
 Stacey Fullwiler

Denise Allen
 Kathy Gibson
 Bob O'Toole
 Ben Mudgett
 Dan Sullivan

Absent:

Karen Childers

Guests:

Cheryl Marshall

TOPIC	DISCUSSION	FURTHER ACTION
Review and approve minutes from last meeting.	Minutes approved by consensus	
Committee Assignments <ul style="list-style-type: none"> Minutes in meetings 	Ian volunteered to assist in taking notes in the meetings. Mike to draft minutes.	
Budget Committee Charge <ul style="list-style-type: none"> Review Item #10b for approval Follow up discussion on Item #12: hiring priority. (Cheryl Marshall to discuss hiring process as discussed in chairs council) 	<ul style="list-style-type: none"> Cheryl Marshall provided an overview of the hiring prioritization process as developed in Chairs Council. Discussion was had the Budget Committee's appropriate role in the process. Overall, it was agreed that the Budget Committee ought to look all campus personnel requests, create a personnel prioritization/categorization rubric; using this rubric, develop a hiring priority (high, medium, low), and provide the categorization as a recommendation to the Crafton Council. 	
Develop Meeting Schedule and Timeline using the charge and purpose	November Discussion: <ul style="list-style-type: none"> Statewide budget update CHC Budget overview Continue discussion on timeline and tasks Begin discussion on rubric for hiring prioritization/categorization. 	Mike to bring list of vacant CHC positions to Nov. Meeting.
New Business		
Future Discussion Items (reference list on next page)	Briefly reviewed the list to identify discussion items for November.	
Announcements and Closing <ul style="list-style-type: none"> Next Meeting: 11/20/12 @ 1:00-2:30pm 		

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 	November 20 th meeting
2. Statewide budget update	November 20 th meeting and ongoing
3. Review PPR resource requests and funding priorities – annual report to Crafton Council	Begin discussion in November.
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.	