

Crafton Hills College

Budget Committee

Minutes

Date: September 17, 2013
 Time: 1:00 p.m. – 2:30 p.m.
 Location: LRC 135 (Conference Room)

Members (Absent*):

Mike Strong (Chair)
 Rebecca Warren-Marlatt
 Ruby Zuniga

Denise Allen
 Kathy Gibson
 Bob O'Toole
 Scott Rippy

Ben Mudgett
 *Chris Robles (Student)
 Kathy Crow

TOPIC	DISCUSSION	FURTHER ACTION
Review and approve minutes from last meeting.	The minutes of the May 21, 2013 meeting were approved as written by consensus.	
Review Charge and Membership	Mike Strong reviewed the committee charge and membership with the group. There was discussion about the charge and its linkages to the allocation model. In addition, the following changes were made: VPI was added to the membership list The (at large) manager should have experience with categorical programs. The times and days of meetings will change to include the 1 st and 3 rd Tuesdays.	<p>Rebecca will invite a categorical manager to join the committee.</p> <p>Mike Strong will revise the charge and membership and forward changes to Crafton Council for approval.</p> <p>The committee will meet the 1st Tuesday of each month, 1-2 p.m.; 3rd Tuesday, 1-2:30 p.m.</p>
Review Findings of Committee Evaluation <ul style="list-style-type: none"> • Strengths and weaknesses • Directions 	Mike distributed the 2012-2013 Budget Committee self-evaluation. The results show most of the respondents felt the committee was almost always collaborative, transparent, evidence-based, effective, and efficient.	<p>The group will continue to work on revision of the budget allocation model. The ongoing items listed at the bottom of the agenda will be used to develop the committee's calendar.</p>

<p>CHC/District Budget update</p> <ul style="list-style-type: none"> • CHC Budget Summary • Allocation Summary 	<p>Mike provided a copy of the FY 2013-2014 Final Budget and the CHC Budget Analysis to the group.</p> <p>CHC has a structural budget shortfall of \$648,804. When salary savings are included in the equation, the deficit is \$213,272.</p> <p>There was considerable discussion about the budget. Major points made:</p> <ul style="list-style-type: none"> • We need an accurate estimation of cost/FTES. Mike and his counterpart at Valley are working on this. • Fixed costs might need to be considered separately. • The Ventura model, which considers fixed costs, may be useful. • Controlling growth to match the model means that the campus cannot respond to changing community needs. • Fixed costs are increasing with the new construction. • The board has supported increased square footage but not increased growth in FTES. 	<p>California Brain Trust to do an independent review of the district allocation model and CHC budget practices.</p> <p>The results should be available before the budget development cycle.</p>
<p>Review the budget allocation model and components to be addressed.</p> <ul style="list-style-type: none"> • Report on District Budget Committee pending evaluation of the model • Review Fixed Cost Report (draft) • Thoughts and recommendations to function within the allocation 	<p>There was considerable discussion concerning the budget allocation model. The following points were discussed:</p> <ul style="list-style-type: none"> • Removal of \$300,000 reserve funds promised from the CHC 2013-2014 model was made to ensure we are not in trouble with ACCJC. The expectation is that the model is followed. • Units would benefit from understanding the long-range implications of the model • Budget development may need to happen sooner and more proactively, e.g. 5 year financial plan. Synchronize the practice with PPR. 	<p>The budget allocation model will be a priority for the committee this year. Place on the agenda as a revolving item.</p>
<p>Review District Budget Training Survey results (handout)</p>	<p>Budget training survey results were distributed. Budget policies and procedures, budget calendar, salaries and benefits, and managing categorical funds emerged as high interest items for those whose job requires them to understand these issues. There is also general interest about annual financial and budget report, the state budget accounting manual, and revenues.</p>	

Promote Budget awareness (handout)		
Announcements and Closing Next Meeting: 10/15/13 @ 1:00-2:30pm		At the next meeting, the group will review the Budget Allocation Model. Mike will share a cost/FTES 3-5-year trendline.

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.