

Crafton Hills College

Budget Committee

Minutes

Date: October 15, 2024
Time: 1:00 p.m. – 2:30 p.m.
Location: CCR247 – In-Person

Members (Absent*):

Mike Strong (Chair)
 Delmy Spencer
 Karen Petersen (Classified
 Senate Exec) - A

Stephen Ramirez (Faculty) - A
 Shohreh Rahbarnia (Faculty)
 Sam Truong (Faculty) - A
 Victoria Van Stee (Student Senate)

Veronica Arrowood (Classified)
 Ivan Pena (Manager)

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approve Minutes from 9/17/24 Meeting	Introductions. Reviewed the minutes from 09/17/24 meeting. Minutes approved as written by group census.	
<i>Discussion:</i> Principles and Guidelines for Budget Increase and Reduction Considerations for Actions: • Approved by Crafton Council May 14, 2024 • Recommendation to DBC to create a similar document.	Principles and Guidelines for Budget Increase and Reductions was presented to the Crafton Council and approved last May 2024. Next steps were discussed to determine how to use this document as the framework to have the District and SBVC use this in the hopes to have them establish something similar. The members agreed that this should be presented to both the District and SBVC simultaneously. This was formalized in a vote. Motion by Veronica, Seconded Shohreh No opposition. No abstentions. Motion approved. Mike may be asked to present once this has been presented to both the District and SBVC.	Mike – will present the Principles and Guidelines for Budget Increase and Reduction document to both the District and SBVC with the recommendation that they establish something similar, to apply during difficult budget times. Mike - To contact Keith Bacon at SBVC to discuss the Principles and Guidelines for Budget Increase and Reduction that CHC has created to see if they would consider establishing something like this on their campus.
SBCCD Budget Process Overview	Reviewed the District Budget Process. This is the process the District uses to develop the budget.	

Reviewed the five elements of the budget process and noted key take aways.

1. Budget Structure

- Integrated planning and budgeting is important for accreditation.
- There are 21 funds including unrestricted general funds and multi-year budgets.
- Unrestricted funds come from the state.

2. Budget Goals

- Budget goals are approved by the Board of Trustees. In December they establish their goals.
- The District must maintain a fund balance of approximately two months of expenditures in an unrestricted general fund as a state requirement.

3. Estimating Revenues

- Reviewed the Student Centered Funding Formula
- Discussed the 2017-18 Hold Harmless an existing minimum revenue provision that expires in 2024-25.
- Reviewed Enrollment as of August 28, 2024.
- Discussed in depth the plan SBCCD has in place to monitor enrollment and the plan for contingencies. There are nine steps in total.

4. Identifying Expenses

- Mike explained what Zero-Based budgeting is. This is where budget year dollars are zeroed out and need to be manually entered for all expenditures in 4000, 5000, 6000 and 7000 object codes.
- The District develops the budget in December-January,

	DSO Unrestricted General Fund budgets are reviewed at the District Budget Advisory Committee meeting in February with feedback given to Chancellors Council. • Camus Vice Presidents of Administrative Services are invited to begin their budgeting process The target date for completion is March 15th. 5. The Budget Cycle • Reviewed the budget cycle. • Board of Trustees approved Budget Calendar prior to February 1.	
Categorical/Restricted Fund Review SEAP Next: Lottery – Both Restricted and Unrestricted	Student Equity & Achievement Program (SEAP) The committee members reviewed program expenditure guidelines SEAP. 92% of this annual categorical fund goes to salaries. The remaining 8% is used to advance the systemwide goal to eliminate achievement gaps for student from traditionally underrepresented groups.	
Future Discussion: Program Review Funded Resource Requests	To be discussed at the next committee meeting.	Mike – Gio to be invited to the next meeting to discuss Program Review and how it is funded.
Closing Next Meeting: November 19, 2024 @ 1:00-2:30pm, CCR247	Meeting adjourned 2:19 pm	
Mission Statement The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.		
Vision Statement To empower the people who study here, the people who work here, and the people who live in our community through education, engagement and innovation.		

Institutional Values

We rely on the following values to support our vision and mission:

Respect: To champion active listening and open dialogue within our community.

Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.

Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.

Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.

Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.