



## **Budget Development Committee**

February 28, 2012 MB 212

1:00 pm - 2:30pm

Attendees: Gale Lebsock, Corey Marvin, Mary O'Neal, Matt Crow, Kathy Salisbury, Claudia Sellers, Tammy Kinnan, Crystal Leffler

### **Meeting Minutes**

- I. Academic Senate Budget Process** - The committee reviewed the Budget Process Document and discussed necessary changes in order to fit the current structure and mission of the college. The guidance for the entire process needs to be student centered, transparent with open communication throughout the process. Establishing an organizational flow chart to make sure all areas are captured and not duplicated within the budget summary. Every budget should have a unit plan and a narrative explaining in detail what numbers represent and funding sources identified. Corey suggested collecting every group for a mandatory meeting for formal presentations of Unit Plans. Staff training on how to prepare an effective plan with a glossary of key-terms for clarification and establishing a rubric for priority items would help create a level of consistency and quality. The evaluation piece needs to be added to the process for review of the document, the process and how the process leads to student achievement.
- II. Luminis Group Information** - A Budget Development Group has been created Inside CC. Meeting minutes and documents have been posted for review.
- III. General Fund Long-Term Projections** - Gale provided the committee a copy of the KCCD -Long-term Unrestricted Projections. General Assumptions were listed by revenue, expenditures and reserves. Projections were made under Budget Scenario 1 - Governors Adopted Budget and Budget Scenario 2 - Governors Adopted Budget Tax Proposition Fails listing fiscal allocation history and the projected impact to the budget through FY 2015/16. Mary stated these numbers do not include monies held for unfunded liabilities.
- IV. Budget Development Status** - Gale is going forward with the current budget process, bringing all the budgets together and summarizing requests. Old forms with instructions and history were sent out to those departments that did not have a resource page. Gale would like to prepare the summaries by ORG code and ask that every organization complete a resource section. After summaries are complete Corey mentioned the Faculty Chairs should review to make sure everything was captured.
- V. Accreditation Standard III D** - Committee to review standard and provide feedback at next meeting.