



Budget Development Committee Meeting Minutes

September 21, 2017

EW 207

9:00a.m. – 10:15a.m.

Present: Lisa Couch, Heather Ostash, Corey Marvin, Frank Timpone, Debbie Gregory, Matt Crow, Kristie Nichols, Crystal Leffler

Absent: Katie Coffman, Matt Jones, Susanna Ramirez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	9:00 a.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Action Items and Meeting Minutes from 5/2/17	Lisa Couch	Minutes approved with no changes. Review of Action Items. <i>Action pending 11/29/16: Lisa will talk with others regarding the “self-evaluation” of this committee.</i> <ul style="list-style-type: none"> <li>Follow-up to be completed after 17/18 budget development.</li> </ul> <i>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i> <ul style="list-style-type: none"> <li>There will be a group discussion in the future regarding costs related to prison instruction.</li> </ul>
4. Updates: a. Updated Revenue/ Expense Estimate	Lisa Couch/Committee	Lisa provided a copy of the 2017-2018 General Fund Budget Summary for Cerro Coso Community College. She reviewed the changes that took place from the Tentative to Adopted Budget. Once the audit is complete, there may be an additional adjustment to the carryover amount.
5. Budget Update/Newsletter/Topic of Interest	Lisa Couch	Lisa discussed with the committee the benefits of sending out regular budget updates and communications on topics of interest to increase budget awareness. Corey recommended, rather than create another newsletter; we could incorporate these topics into the “progress report” that is already being distributed. One topic is a basic gap in understanding the process. Other topics can be identified by reviewing the climate survey. Lisa will create a flow chart of how budgeting works and the timeline working one year in advance.  <i>Action: Lisa will create flow-chart and provide to the committee for review.</i>
6. 2018-19 Budget Development a. Instructional Equipment/Categorical Funding  b. Implementation of Rubric  c. Approach for Review/Consideration	Lisa Couch	<ul style="list-style-type: none"> <li>The committee discussed the use of Instructional Equipment and Categorical funding for expenses that are not one-time expenses. The committee agreed these expenses should be tracked with justification in the event we can no longer shift the funding source off the General Fund.</li> <li>The committee discussed the Rubric and the best way to implement. Corey stated there needed to be more conversation on the instructional side to scrutinize budgets and programs serving less students. Corey will share the Rubric with Faculty Chairs on October 30 and run by the Deans for evaluation and input. Corey confirmed Unit Plans should reflect the total cost of a program regardless of the funding sources.</li> <li>The committee discussed the communication process when clarification is needed. Last year, Lisa would take the committee questions and bring back responses. Did this work? The committee</li> </ul>

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		<p>agreed it should communicate any cuts and requests for clarification and invite individuals to respond via email or in person.</p> <p><i>Action: Corey will provide Rubric to Faculty Chairs and the Deans for input.</i></p> <p><i>Action: Corey will clarify with Michael Kane all expenses need to be in the Unit Plan.</i></p>
<p>7. Future Agenda Items</p> <p>a. Updated/Automated Budget Request Process</p> <p>b. District-Wide Budget Committee</p>	<p>Lisa Couch</p>	<p>a. Lisa is looking at the ability to have the budget request form available online for an automated Budget Request Process. Individuals would see the same historical data when preparing their request.</p> <p>b. Lisa provided information on the District-Wide Budget Committee. They are looking for representative from Cerro Coso College to serve on this committee including a student rep.</p>
<p>8. Future Meeting Dates</p>	<p>Committee</p>	<p>The committee discussed future meeting dates. Tuesday and Thursday mornings are preferred. Monday afternoons are a possibility.</p>
<p>9. Adjourned</p>		<p>10:15a.m.</p>

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler Approved 11-6-17