

Budget Council Meeting

March 20, 2013

Lee Campus Robinson Hall Room I-122

*Minutes*

Attendees Present: Tobias Discenza, Dr. Pat Land, Dr. Robert Jones, Ron Dente, Dr. Christine Davis, Dr. Jeffrey Stewart, William VanGlabek, Tracy Reynolds, Ester Puig, Colette Cox (Recorder)

Attendees Absent: Dr. Harrel, Gina Doeble, Ivan Guerrero/Mario Lozano

Start Time: 1:15 p.m.

1. Budget Development Process Update

Toby Discenza gave an overview of progress on the budget planning process stating that the Cost to Continue budgets are complete, the Course Fee budget should be complete in a couple of weeks, and that the Grants and Student Activity Fee budgets should be complete mid April. Esther Puig Torres has sent the staffing plans to the Budget Administrators for review. Toby explained that there has been no further guidance from the State; therefore, he will hold State appropriations flat and 8% decrease in student enrollment. He will also work through different scenarios and these will be done by mid April.

1. Review of New Budget Requests

Mandatory Increases – After discussion of the process, it was agreed that the Budget Council would like to see the back-up documents provided for all Mandatory Increase requests. Toby was also asked to provide current budget along with the percentage the increase represents. This additional information is to be sent electronically for the Council members’ review, consideration and approval. Questions are to be sent to Toby by Wednesday, March 27th. The Budget Council confirmed that they do not need requestors to present the Mandatory Increases.

Dr. Jeff Stewart asked if any Mandatory Increase requests could be taken care of this year using another way or source to fund them. And if so, that he would recommend that a proposal or amendment to that affect should be sent to Toby. The Budget Council members were in agreement to this. Dr. Stewart noted that he thought there were some Technology and Furniture and Equipment requests that could be met this year.

New Initiatives and Reclassifications – Budget Hearings will take place on April, 2nd and 3rd. Hearings will be scheduled in ‘clusters’ by requestor or department in the same way as the hearings were held last year as it was agreed that this worked well. Dr. Jones stated that he felt this helps give a sense of priorities of the department.

Some discussion was held as to whether the Vice Presidents should prioritize the requests and then only present the top priorities. Ron Dente noted that all proposals have already been approved at the Vice President level and that it might be something to consider for next year. Dr. Jones thought that the Council discussions achieved the same result as choosing priorities. Toby gave a brief outline of the score card used last year which facilitated the Council in deciding proposal priorities. It was agreed that it would be useful for the Vice Presidents to use the opportunity to have conversations within their own unit as to priorities; and to this end, Toby will provide the Vice Presidents with the list of all proposals under their area of responsibility. Toby requested that the comments and/or amendments be returned to him by Tuesday, March 26th. Discussions concluded with the decision to listen to all requests. The Vice Presidents will still prepare their own priorities which should aid in the decision making process at the hearings.

Toby wanted to clarify with the Council what information will be required of the requestors at the Budget Hearings. Therefore, he proposed four questions:

1. How does this request support the mission of the College?
2. How does it impact the student body of the College?
3. Will a cost savings to the College be generated initially and/or in the future (provide timeline if possible).
4. Explain why this request is a priority and/or the impact to the College if not funded?

After discussion was held, an additional question was agreed upon.

1. Explain why the request is necessary and what has changed to merit the proposed increase?

1. Open Discussion/Questions:

It was confirmed that lunch will be provided at the Budget Hearings and that members of the Council will be contacted regarding preferences.

With no further questions, the meeting was brought to a close at 1:45 p.m.

The minutes will be posted on the web site at [www.edison.edu/district/budgetcouncil/](http://www.edison.edu/district/budgetcouncil/)