



**Clatsop  
Community  
College**

# Budget Advisory Committee

## 2019-20 Budget Development

January 24, 2019

Time: 2:00 p.m. to 3:30 p.m.

Location: Towler Hall 310

### Agenda

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Committee Members: Chris Breitmeyer, Margaret Frimoth, TJ Lackner, Pat Keefe, Becki Haglund-Smith, Rinda Johansen, Maureen Storey, Kristen Wilkin, Teena Toyas, Leslie Hall, Sunny Klever, Shaun Martin, Margaret Antilla, Evon Jacobson, JoAnn Zahn.

1. Welcome
2. Review/Discuss Budget Development Guiding Principles
3. State Funding Update
  - a. Governor's Budget & Revenue Projection
  - b. Enrollment Update
4. Review/Distribute the 2019-2020 Budget Calendar
5. Review/Distribute the 2019-2020 Budget Request Procedure & Form

Next meeting: Thursday, February 7, 2:00 p.m. to 3:30 p.m., Towler Hall 310

# DRAFT

## 2018-19 Budget Development Guiding Principles

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- What's in the best interest of our students?
- College-wide inclusiveness
- Effectiveness and efficiency in decision making
- Evaluate/consider college-wide reduction impact on all aspects of the organization
- Building and strengthening programs

# Clatsop Community College Budget Calendar for FY1920 Budget

## OCTOBER

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9 **BOARD: Regular Board Meeting**

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

13 **BOARD: Regular Board Meeting**  
 12 **Veterans' Day**  
 22-23 **Thanksgiving Holiday**

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3-7 **Fall Finals**  
 11 **BOARD: Regular Board Meeting**  
 24-31 **Winter Closure**

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**JANUARY**  
 1 **Winter Closure**  
 7 First day of Winter term  
 8 **BOARD: Regular Board Meeting**  
 14 **PC: Distribute Draft Proposed Budget and Renewals for department review/changes (Jan 14 to March 15)**  
 14-31 **Dept meetings to discuss/revise Draft Proposed Budget (1/14-3/15)**  
 24 **Budget Advisory Committee, T310, 2:00-3:30 p.m.**  
 21 **Martin Luther King Day**  
 29 Local Budget Law Workshop (Albany, OR)  
 31 Local Budget Law Workshop (Roseburg, OR)

February 2019						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**FEBRUARY**  
 State Revenue Forecast  
 TBD ALL CAMPUS: Budget Forum  
 1-28 **Dept meetings to discuss/revise Draft Proposed Budget (1/14-3/15)**  
 5 Local Budget Law Workshop (Pendleton, OR @ BMCC)  
 6 Local Budget Law Workshop (The Dalles, OR @ CGCC)  
 7 **Budget Advisory Committee, T310, 2:00-3:30 p.m.**  
 11 First day for Board candidates to file declaration of candidacy  
 12 **BOARD: Regular Board Meeting, Appoint/Reappoint Budget Committee, Appoint Budget Officer**  
 14 Local Budget Law Workshop (Hillsboro, OR)  
 18 **President's Day**  
 20 Local Budget Law Workshop (Medford, OR)  
 21 Local Budget Law Workshop (Coos Bay, OR @ SWOCC)  
 21 **Budget Advisory Committee, T310, 2:00-3:30 p.m.**  
 26 Local Budget Law Workshop (Sisters, OR)  
 28 Local Budget Law Workshop (Lincoln City, OR @ OCCC)

March 2018						
S	M	T	W	T	F	S
				1	2	
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**MARCH**  
 JOANN: Prepare IPEDS Financial Reporting (Due 4/9?)  
 TBD ALL CAMPUS: Budget Forum  
 1-15 **Dept meetings to discuss/revise Draft Proposed Budget (1/18-3/15)**  
 5 Local Budget Law Workshop (Eugene, OR @ LCC)  
 7 Local Budget Law Workshop (Oregon City, OR @ CCC)  
 7 **Budget Advisory Committee, T310, 2:00-3:30 p.m.**  
 12 **BOARD: Regular Board Meeting**  
 15 **PC: Draft Proposed Budget and Renewals - Changes Due**  
 18-22 **Winter Finals**  
 21 **Budget Advisory Committee, T310, 2:00-3:30 p.m.**  
 21 Last day for Board candidates to file declaration of candidacy  
 25-29 **Spring Break**  
 29 **PC: Distribute 2nd Draft Proposed Budget for review/changes (4/12)**  
 30 JOANN: Decision to reconvene Budget Committee for Supplemental Budget (\$10,000+?)

## APRIL

JOANN: Prepare Budget Message (Due 4/19)  
 TBD ALL CAMPUS: Budget Forum  
 1 **SUPPLEMENTAL BUDGET \$10,000+? Submit ad for Budget Comm**  
 1 First day of Spring term  
 9 **BOARD: Regular Board Meeting**  
 11 **PC: 2nd Draft Proposed Budget Changes Due**  
 11-19 **LAST DAY TO MAKE CORRECTIONS**  
 19 JOANN: Budget Message Due  
 22-26 EVON: Prepare Proposed Budget Summaries & Detail  
 25 **Last Day - Submit ad, Budget Committee (by 11:00 to run 4/30)**  
 30 **Last Day - Ad runs, Budget Committee**  
 29-3 EVON: Print/Collate/Bind Proposed Budget Summaries

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MAY**  
 TBD ALL CAMPUS: Budget Forum  
 3 EVON: Distribute Proposed Budget Summaries  
 7 BC: First Budget Committee Meeting, Distribute Proposed Budget, Deliver Budget Message, Receive Public Comment  
 8 EVON: Post Proposed Budget to Web Page (after meeting)  
 14 **BOARD: Regular Board Meeting**  
 21 Local Special Election  
 21 BC: Second Budget Committee Meeting, Approve FY1920 Budget (Tentative) 5:30  
 28 BC: Third Budget Committee Meeting (Tentative), Approve FY1920 Budget  
 27 **Memorial Day**  
 30 **Last Day - Submit ad, Budget Hearing (by 11:00)**

May 2019						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

**JUNE**  
 11-14 **Last Day - Ad runs, Budget Hearing**  
 10-14 **Spring Finals**  
 11 **BOARD: Budget Hearing, Regular Board Meeting, Adopt FY1920 Budget**

June 2019						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**JULY**  
 15 To Assessor: ED-50 & Resolution(s)  
 15 To HECC: Budget

**AUGUST**  
**SEPTEMBER**  
 30 To County Clerk: Budget

Abbreviations Used: PC - President's Cabinet; BC - Budget Committee

Color Code:  
 Deadline - Info OUT  
 Deadline - Info IN  
 Board Meeting  
 Budget Committee Meeting  
 Budget Advisory Committee Meeting  
 College Closed  
 Finals

# 2019-20 Budget Request Procedures

1. 2019-20 Budget Request Form – available at <https://www.clatsopcc.edu/about-ccc/financial-and-budget-reports/budget>
2. Please discuss the budget request proposal with your Supervisor.
3. Complete the 2019-20 Budget Request Form by Monday, February 11, 2019, and submit proposal to your Supervisor.
4. Supervisor will forward a copy to Evon for posting on SharePoint - <https://clatsopcc0.sharepoint.com/Shared%20Documents/Forms/AllItems.aspx?newTargetListUrl=%2FShared%20Documents&viewpath=%2FShared%20Documents%2FForms%2FAllItems%2Easpx&id=%2FShared%20Documents%2FCollege%20Services%2FBudget%20Creation%20Documents%2FFY%2019%2D20%20BUDGET%20DOCUMENTS%2F1920%20BUDGET%20REQUEST%2F1920%20Budget%20REQUESTS%20SUBMITTED>
5. Proposals will be reviewed and discussed at Cabinet meeting, Tuesday, February 12, 2019.
6. Budget Advisory Committee will receive proposals, Thursday, February 21, at 2:00 p.m. in Towler Hall, room 310\*. Proposal presentations will be planned for 5-7 minutes to provide additional information and answer questions.
7. A second Budget Advisory Committee meeting will be Thursday, March 7, 2019, at 2:00 p.m. in Towler Hall, room 310\*, if needed.

\*Room subject to change.

# Budget Request Form

## 2019 - 2020

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**Submit to President's Cabinet Level Supervisor by February 11, 2019**

Department Name \_\_\_\_\_ Org Code (8-digit budget number) \_\_\_\_\_.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Budget Change Contribution to Strategic Plan**

**Describe the budget change you are proposing. Also identify the budget change by object code (consolidate fringe in 1600):**

**Identify the Strategic Initiative to which the change contributes:**

**Describe how the change contributes to the Strategic Initiative:**

**What is the adjusted target level of performance (increased enrollment, for example) by the end of 2019-2020 fiscal year?**

## **STRATEGIC INITIATIVE 1: Strengthen the Academic Environment for Students**

### Objective 1

Assess opportunities to improve existing programs and explore options for new programs.

### Objective 2

Improve academic scheduling to make it possible for students to graduate in two years.

### Objective 3

Develop a comprehensive enrollment management plan.

### Objective 4

Increase student participation in all aspects of the college via student government, clubs, and other college-sponsored activities.

## **STRATEGIC INITIATIVE 2: Cultivate Connections with the Community**

### Objective 1

Create a community outreach team for coordination and connection of internal effort with external partners.

### Objective 2

Partner with public and private entities to expand options for experiential and service learning.

### Objective 3

Increase community and partner participation at the College.

### Objective 4

Support expansion of community education and customized training, as appropriate.

### **STRATEGIC INITIATIVE 3: Commit to Equity and Inclusiveness**

#### Objective 1

Provide training for the Campus Community in areas of diversity, equity, and inclusion.

#### Objective 2

Establish and empower a Diversity, Equity, and Inclusion Council to review and recommend updates for policies and procedures related to diversity, equity, and inclusion.

#### Objective 3

Create a student center for clubs with space for activities, meetings, and access to resources that encourage diversity, equity and inclusion on campus.

### **STRATEGIC INITIATIVE 4: Advance Institutional Accountability**

#### Objective 1

Promote a campus culture of collaboration and teamwork focused on improvements in communication and data-driven decision making.

#### Objective 2

Improve practices related to support of all employees.

#### Objective 3

Utilize appropriate evaluation tools to promote resource allocations.

### **STRATEGIC INITIATIVES – Definitions**

**Goals** = the work to be engaged in

**Description**= what the work looks like

**Deadline** = when the work is expected to be complete

**Responsible Party** = who will be responsible for ensuring the work occurs

**Resources** = personnel, funding, space, technology needed to complete the work

**Measure of Completion** = how will we know when the work is done

**Assessment** = how we will determine if the work advanced the goal, performance indicator