

CCC BUDGET COMMITTEE
Minutes of the Meeting

Committee Members

Mariles Magalong, Chair	Jason Berner	Nick Dimitri (non-voting)
Mayra Padilla (non-voting)	Joel Nickelson-Shanks	Katie Krolikowski
Brian Williams	Michael Zephyr	Andrew Kuo
Blanca Castillo, student	Sue VanHattum	Sara Marcellino (non-voting)
Norma Ambriz-Galaviz	Monica Rodriguez (guest)	Brandy Gibson (guest)
Evren Gurson (guest)	Marisol Cantu (guest)	Jacqueline Ore, note taker

* - absent

BUDGET COMMITTEE MEETING
September 9, 2020
1:30 p.m. – 2:30 p.m.

Called to order at 1:32 p.m.

I. Approval of Agenda

Jason motioned to approve the agenda, Sue seconded and the committee unanimously approved.

II. Approval of Minutes from May 20, 2020

Jason motioned to approve minutes, Brian seconded and the committee unanimously approved.

III. Action Items

IV. Informational/Discussion Items

A. Cares Act Funds

- These are one-time funds which have to be spent by June 30, 2021.
- The draft application form was reviewed and edits made, see attached.
- Mariles, Brian, Sue and Nick will look into the references cited and revise the guidelines as appropriate. Other edits were suggested as reflected in the attached application form.
- The draft distribution process was also reviewed and edits made, see attached.

B. Goal setting 2020-2021

- Tabled for the next meeting.

C. Adjournment at 2:45 p.m.

CARES Act Guidance

The CARES Act funds may be used to cover **any costs associated with converting courses to distance education.**

~~This includes:~~ For example this could include:

- Recipient's institutional costs to provide refunds for room and board, tuition, other fees
- To make additional emergency financial aid grants to students for food, housing, course materials, technology, health care, and child care
- To award scholarships to provide payment for future academic terms
- Purchase equipment or software, pay for online licensing fees, or pay for internet service to enable students to transition to distance learning
- Purchase computers or other equipment to donate or provide to students

Some expenditures are strictly disallowed, including payment to contractors for pre-enrollment recruitment activities; endowments; or capital outlay for athletic facilities, sectarian instruction, or religious worship.

CARES Act Fund Application

Applications must be typed. Use this electronic version for easy completion.

Applicant Name	Division / Department Supervising Manager Signature
Date of Request	Amount Requested
Brief Description/Justification of Request.	
List the college strategic goal(s) this project supports. (See attached for description of goals.)	
Other considerations.	

Commented [OJ1]: Review and revise first paragraph, per Monica. 09/09/2020

Strategic Plan Goals

Topic Area 1. Institutional Capacity and College Community Cohesion

- Goal 1.1. Strengthen connection and representation of college community in decision making process and participatory governance
- Goal 1.2. Steward College Resources in alignment with Strategic Plan utilizing a Clear, Transparent, Data-Based Decision-making processes for the College Budget
- Goal 1.3. Develop a Strategic Enrollment Management (SEM) Strategy
- Goal 1.4. Increase faculty, staff, and student morale, and build a strong sense of community cohesion so that the CCC community works well together
- Goal 1.5. Provide a campus that furthers and celebrates learning and the rich culture of our community.

Topic Area 2. Academics and Student Support

- Goal 1.1. Implement Guided Pathways in order to ensure student-focused academic Programs
- Goal 2.2. Ensure that program review is strongly beneficial to each program by tying program review more explicitly to the everyday work of the college
- Goal 2.3. Improve the effectiveness of campus-wide instructional and student support
- Goal 2.4. Increase institutional efficiency of student support through technology, communication and professional development

Topic Area 3. Student Success

- Goal 3.1. Increase the number of community members who see Contra Costa College as their top choice for higher education
- Goal 3.2. Increase the number of students annually who complete their educational and career goals in a timely way
- Goal 3.3. Improve the educational experience for students with particular emphasis on activities proven to support completion goal
- Goal 3.4. Respond equitably to the unique needs of our diverse students in order to provide the support they need to achieve their full academic and career potential

CARES Act Fund Distribution Process
2020-2021

The distribution process for the CARES Act Funds will be as follows:

1. The attached application form will be used for this process. One application form has to be submitted for each project/program. Departments can submit multiple applications. Any employee of the College may apply.
2. Applications have to be completely filled out, including the signature of the Dean/supervising manager.
3. Applications will be submitted electronically to the Budget Committee, with the following rolling timeline:
 - Deadline for first reading/review: September __?, 2020 every week or twice a week
 - Subsequent reviews: third Tuesday of the month
4. There is no maximum amount that can be requested.
5. ~~Budget Committee will review applications based on the following rubric:~~ Check box Yes or No "Does this request meet the College's Strategic Plan?"
 - 80 points for justification (whether or not the criteria for funding is met)
 - 10 points for adherence to the college's Strategic Plan
 - ~~10 points for other considerations~~
 - Allowable purchases
6. The committee will prioritize the applications based on the rubric. Recommendations for funding will be based on the ranking, from highest to lowest, until the funds are exhausted.
7. Recommendations for funding will be forwarded to College Council monthly, as appropriate.

Commented [OJ1]: Incorporate check boxes for criteria. Mariles, Nick, Sue and Brian will create criteria.

Commented [OJ2]: If an employee doesn't know if it corresponds to criteria can the committee suggest that it does, per Mayra.

9/2/20