

**CCC BUDGET COMMITTEE**  
**Minutes of the Meeting**

**Committee Members**

Mariles Magalong, Chair  
Mayra Padilla (non-voting)  
Brian Williams  
Blanca Castillo, student  
Norma Ambriz-Galaviz  
Vanessa Crisostomo, student  
\* - absent

Jason Berner  
Joel Nickelson-Shanks  
Michael Zephyr\*  
Sue VanHattum  
Maritez Apigo (guest)

Nick Dimitri (non-voting)  
Katie Krolikowski\*  
Andrew Kuo  
Sara Marcellino (non-voting)  
Marisol Cantu (guest)  
Jacqueline Ore, note taker

**BUDGET COMMITTEE MEETING**  
**September 16, 2020**  
**2:00 p.m. – 3:00 p.m.**

**Called to order at 2:00 p.m.**

**I. Approval of Agenda**

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

**II. Approval of Minutes from September 9, 2020**

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

**III. Action Items**

**A. CARES Act funds application and process**

- The CARES Act funds cannot support a centralized online hub for Student Services and Student Wellness, nor additional staffing or overtime for this program. It will not pay for current staff switching roles to support the program either. However, Coronavirus relief fund could.
- The CARES Act funds can support Faculty using different software for instructional needs.
- The purchases under \$3,000 will be handled through regular process of requesting permission from department manager/supervisor for purchase. The manager/supervisor will determine these costs may be paid from the CARES Act funding source.

- This application process is for purchases over \$3,000 with program application and support staff for any cost for the conversion to remote instruction due to the Coronavirus.
- Mayra suggested to add a direct link to the application on the process page.
- College Council will meet in October to approve the application and process. Mayra will assist in creating a fillable form that also obtains data from the form for accreditation records.
- Faculty and staff will get an email of this information once approved and the form is fillable.
- Brian motioned to move CARES Act funds application and process to action for committee approval. Jason seconded and the committee unanimously approved.
- Jason motioned to approve the CARES Act funds application with suggested edits, Brian seconded and the committee unanimously approved. See attached documents.

#### **IV. Informational/Discussion Items**

##### **A. Coronavirus Relief funds**

- The Coronavirus Relief funds have \$478,000 available.
- College leadership are considering purchasing a new customer relations management (CRM) system for Contra Costa College.
  - Develops workflow connections through various programs and offices to assisting students more effectively.

##### **B. Accreditation Preparation**

- The Accreditation team is visiting virtually on October 5<sup>th</sup> – 8<sup>th</sup>.
- Mayra suggested to the committee to review ISER, Standard IIID. Link below.

<https://www.contracosta.edu/wp-content/uploads/2020/08/CCC-2020-ISER-Final-Draft-08-05-20.pdf>, page 141- 225.

##### **C. Review Committee Goals fiscal year 2020-2021**

- Tabled for next meeting

##### **E. Adjournment at 3:05 p.m.**



## CARES Act Guidance

The CARES Act funds may be used to cover **any costs associated with significant changes to the delivery of instruction due to the Coronavirus** with the exception of 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	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	

## 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

Given the nature and flexibility of CARES Act funds, any expenditures up to \$3,000 may be approved for CARES Act funding by the supervising manager of the department.

The distribution process for the CARES Act Funds will be as follows for any project/expense over \$3,000:

1. The [application form](#) will be used for this process. One application form has to be submitted for each project/expense. 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 supervising manager.
3. Applications will be submitted electronically to the Budget Committee to review.
4. There is no maximum amount that may be requested.
5. The Budget Committee will review and approve applications that meet the CARES Act criteria.
6. If requests exceed available funds, the following will be considered for ranking purposes:
  - Adherence to the college's Strategic Plan
  - Other considerations
7. Recommendations for funding will be forwarded to College Council monthly, as appropriate.