

**CONTRA COSTA COLLEGE
BUDGET COMMITTEE MEETING
Wednesday, September 15, 2021**

2:00 p.m. – 4:00 p.m.

ZOOM: <https://4cd.zoom.us/j/94225692456>

Committee Members

Dr. Tia Robinson-Cooper, chair
Jason Berner, manager
Mayra Padilla, manager (non-voting)*
Brian Williams, classified*
vacant, student
Jacqueline Oré, note taker

Joel Nickelson-Shanks, manager
Sara Marcellino, manager (non-voting)
Michael Zephyr, classified
Sue VanHattum, faculty

Nick Dimitri, manager (non-voting)
Gabriela Segade, faculty
Andrew Kuo, faculty
Claudio Lopez, student

* - absent

Guests: Jason Cifra

Meeting Minutes

Called to order at 2:03 p.m.

No Agenda for this meeting.

| Topic | Outcome/Decisions | Action Items |
|-----------------------|--|--------------|
| Welcome/Introductions | Dr. Robinson-Cooper is chairing this committee until a Vice President of Business and Administrative Services is hired. Dr. Robinson-Cooper is receiving support from District Human Resources to search for a retired College President or Vice President interested to serve as the Interim VP Business and Administrative Services in a short-term capacity with a strong background in finance, facilities and construction. | |

| | | |
|--|---|---|
| | <p>There will be more information on the official posting to hire of the Vice President of Business and Administrative Services.</p> | |
| <p>Action Items Review</p> | <ol style="list-style-type: none"> 1. Nick will train new employees and Sue VanHattum on budgets. The adopted budget was not approved by Governing Board on the September 8th meeting. Nick stated it was loaded in Colleague this week. 2. The Executive Team are reviewing the pending HEERF applications. Processes: Application completed reviewed by department dean if under \$3,000. If over \$3,000 the application is sent to the Vice President to forward to Executive Team for review. | <p>The Budget Committee to review the entire budget and report out.</p> |
| <p>Function & Purpose of Committee</p> | <p>Review purpose of the committee:</p> <ol style="list-style-type: none"> 1. To evaluate procedures for the allocation and use of revenue. The CARES/HEERF fund applications was created and submitted to the Budget Committee for review. There was set parameters or rubric to follow when reviewing the applications for funding requests. <p>How did it become the charge of the budget committee to review and approval? The former Vice President of Business and Administrative Services charged the Budget committee created the application, procedure and rubric for reviewing the CARES/HEERF funding and approve the recommendation to be forwarded to College Council.</p> | <p>Clarify and understand the type of work this committee could be giving advisement to the campus.</p> <p>Management Council will discuss the structure of each committee. There will be a small group to review and recommend the committee charge and purpose to become advisory committees. Joy will be working on Committee list which includes charge, members and purpose.</p> |

The committee is also charged to review and rank the budget augmentation and instructional equipment applications as it related to the departments Program Review to forward budget recommendations to College Council for final approval.

The approved recommendations from College Council forwards to Executive Team which consists of Vice Presidents and College President. Any applications not approved starting at the Budget Committee level is not seen by the Executive Team for review.

How does the committee feel when the College Council doesn't approve the recommendations of the Budget Committee?

There is no clear reasoning for College Council to deny any applications submitted for additional funding outside of general funds.

The College President has the final approval for how the college dollars are spent.

2. To make recommendations on budget augmentation.

Application process for department to submit and the rubric that was created and approved by College Council. All applications were reviewed by Budget Committee and approved for recommendation for final approval through College Council.

Example, the Foundation Department didn't have a way to know if the college had other funding to support the needs for instruction. The Foundation

has used the Budget Committee as a resource to find other funding sources for needs submitted. The Foundation gave the college additional \$100,000 for operational needs which the departments submitted the application to Budget Committee to be reviewed along with Program Review and forwarded approved recommendations to College Council for use of funds.

3. Review new grant proposals.
There are many entitlement grants the college has received and have been unable to spend. The District has a new grant application that is submitted for review by the College President. There hasn't been a new grant proposal to be approved by Budget Committee in about 2-3 years.
4. Maintain a comprehensive record of College wide budgets in order to help facilitate funding of relevant projects.
The grant applications did not have a space for the applicants to indicate how the program was going to be implemented operationally. The review of the application as if it aligned with the college's strategic plan or priorities of the college.
5. To develop the process for allocation of and to allocate special funds (e.g. instructional equipment funds).
The committee is approving and denying recommendations for allocation of special funds.

| | | |
|-----------------------------|--|--|
| | <p>6. To make funding recommendations jointly with Student Success, Planning, and/or Operations Committee to College Council.</p> <p>When a committee forwards their recommendations to planning, it is unclear of the relationship between the other committees and the Budget Committee is the decision making body to approve or deny. These committees should only be an advisory committee to be consulting and advising.</p> | |
| Key Priorities of Committee | Process for budget development a framework for how we are developing those conversations. | Dr. Robinson-Cooper will meet the Executive Team to review departments that are not adequately funded for operational needs. |
| Additional concerns? | | |
| Adjournment | <p>Meeting adjourned at: 3:27 p.m.</p> <p>Next meeting Wednesday, October 20, 2021 at 2:00 p.m. – 4:00 p.m.</p> | |