

 **CONTRA COSTA COLLEGE**
Budget Committee

Meeting Minutes

Date: MAR 15, 2023 (every 3rd Wednesday of the Month) **Time:** 2:00 p.m. – 4:00 p.m.

Location: ZOOM <https://4cd.zoom.us/j/92175453298> Meeting ID: 921 7545 3298

[Committee Charge and prior meeting agendas and minutes](#)

Voting Members

Chairperson: Arzu Smith

Managers: Monica Rodriguez, Ashley Phillips

Faculty: Andrew Kuo, Sue VanHattum *Alternate: Gabriela Segade*

Classified: Brian Williams, Michael Zephyr

Students: Nikhil Masand, 1 vacant

Non-Voting Members

Managers: Nick Dimitri, Mayra Padilla, Sara Marcellino, Jason Berner

Present: Brian Williams, Arzu Smith, Nick Dimitri, Nikhil Masand, Sue VanHattum, Michael Zephyr, Ashley Phillips, Monica Rodriguez.
Gabriela Segade

Called to order at 2:01 p.m.

Item	Outcome/Decisions	Action Items
I. Approval of Current Agenda	Brian Williams motioned to approve the agenda, Andrew Kuo seconded, and the committee unanimously approved.	

<p>II. Approval of February 15, 2023</p>	<p>Brian Williams motioned to approve the minutes, Monica Rodriguez seconded, and the committee unanimously approved.</p>	
<p>III. Public Comments/Announcements (2 minutes each)</p>		
<p>IV. Action Items</p>	<p>None.</p>	
<p>V. Budget Allocation Re-Design</p>	<p>Mayra Padilla (Management) presented information about the “Integrated Planning” effort that is underway (see attached). Budget Allocation process will be reviewed as part of this effort and Budget Committee will participate in the development of this section.</p> <p>The ask is for Budget Committee to create a process for Budget Allocation. It is the codification of how budget allocation process happens and how it connects back to Program Review and to the Strategic Planning. This process, model, and any tools needed should go through participatory governance for review, feedback and agreement.</p> <p>Expected timeline to create a rubric for the Budget Allocation process is in 2023-24. Expected goal for implementation is in 2024-25.</p> <p>College Council will have a recurring monthly agenda item for updates. Program Review Redesign sub-committee meets every week and posts information about their ongoing work to a Canva shell to share information and to receive feedback from the</p>	<p>Arzu will bring the rough draft of the Budget Resources sheet drafted by the Program Review Redesign sub-committee for feedback to further develop the form. Add this item as a standing item.</p>

	<p>community. The constituency groups have been invited to review the videos posted on Canva and provide feedback.</p> <p>Link to Canva shell is: https://4cd.instructure.com/courses/88200/</p> <p>The IEPI grant provides funding for support and tools related to this project. This grant expires in one year (March 2023). However, there are other sources that may be available to provide funding to support this effort.</p>	
<p>VI. Feedback Program Review Re-Design</p>	<p>Katie Krolkowski, co-chair of the Planning Committee, created a Canva shell to share information related to the work performed by the Program Review Re-Design sub-committee.</p> <p>Program Review Re-Design sub-committee has subgroups working on different sections of the Program Review Re-Design and the groups record videos of their draft work products. The videos are posted on the Canva shell for review and feedback.</p> <p>Arzu sent the link to the Budget Committee last week and the ask is to review the videos and provide feedback within the Canva shell.</p> <p>Link to Canva shell is: https://4cd.instructure.com/courses/88200/</p>	
<p>VII. Future Agenda Items</p>	<ul style="list-style-type: none"> • Tentative Budget Update • Budget Allocation Re-Design 	

	<ul style="list-style-type: none">• March 31st Financials Update	
VIII. Adjournment	Meeting adjourned at 2:43 p.m. Next meeting is on Wednesday, April 19, 2023 at 2:00 p.m.	