

 **CONTRA COSTA COLLEGE**
Budget Committee

Meeting Minutes

Date: MAY 17, 2023 (every 3rd Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 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: Arzu, Andrew, Gabriela, Brian, Nick, Monica, Ashley Philips

Called to order at 2:02 p.m.

Item	Outcome/Decisions	Action Items
I. Approval of Current Agenda	Andrew Kuo (faculty) motioned to approve the agenda, Monica Rodriguez (management) seconded, and the committee unanimously approved.	
II. Approval of March 15, 2023 April meeting no quorum	Gabriela Segade (faculty) motioned to approve the minutes with suggested edits from Michael Zephyr,	April meeting had no quorum. The shared documents from

	Monica Rodriguez (management) seconded, and the committee unanimously approved.	that meeting will be posted on College committee website.
III. Public Comments/Announcements (2 minutes each)	New Vice President of Business and Administrative Services has been selected and the person will start in June. New CCC President has been announced to be Dr. Kimberly R. Rogers.	
IV. Action Items	None	
V. Status of 2023-24 Budget Requests	2023-24 Budget Requests – Status Update as of 05/17/2023 document was shared. (See attached)	
VI. Adjournment	Meeting adjourned at 2:56 p.m. Next meeting is on Wednesday, September 20, 2023 at 2:00 p.m.	

2023-24 Budget Requests -- Status Update as of 5/17/2023

#	Area	Request	Type	Justification	Amount Requested	Decision	Approved Funding from Fund Gen. Fund Operating (11-01)	Funding from other funds	Notes/feedback from: 1) Business Office 2) Budget Committee 3) Executive Leadership Team	Status Update 5/17/2023	GL Info
Requests from Academic Departments											
2	AUTO (Repair)	Budget augmentation: Current operating budget is \$12,079, request for addl \$5k.	Ongoing	To cover increase in cost of consumables, subscriptions, and gas as well as a rag service which was funded by a grant in past years.	\$5,000	Yes	5,000		Prior year spending demonstrates the need for increase.	In TB 2023-24	11-01-708046-094800-54100
3	AUTO (Collision)	Budget augmentation: Current operating budget is \$12,079, request for addl \$5k.	Ongoing	To cover increase in cost of consumables, subscriptions, gas, etc.	\$5,000	Yes	5,000		Prior year spending demonstrates the need for increase.	In TB 2023-24	11-01-708046-094900-54100
4	AUTO (Collision)	Computerized Measuring System	One time		\$20,000	Yes		20,000	To be funded by restricted funds.	Will be funded by SWP	12-39
5	AUTO (Collision)	Welders (10 - Welders \$2,500 ea.)	One time		\$25,000	Yes		25,000	To be funded by restricted funds.	Will be funded by SWP	12-39
7	Culinary	Supplies for the kitchen	One time	Various supplies for the kitchen and the restaurant.	\$7,224	Yes		7,224	To be funded by department's auxiliary funds.	Purchased using Cafeteria revenue/funds.	Fund 52
8	Drama/Knox	Incr. Theatre Staging Specialist - 10 to 12 months	Ongoing	Additional hours to support a summer theatre program for children.	\$16,632	Yes (for additional hours only)		9,755	Time cards for addl. hours to be funded from program fees.	Pending program implementation. Funding will come from program generated fees.	GL will be determined if/when this new program is implemented.
9	Drama	Supplies and Budget augmentation	Ongoing	Stage makeup \$3k, participating in KCACTF festival \$7k	\$10,000	Yes		10,000	To be funded by department's co-curricular funds.	Drama co-curricular funds	11-04
11	Fine & Media Arts	20-hour Week Studio Aide/Assistant	Ongoing	To assist with duties in the Ceramics and Sculpture Areas. These duties are often performed during odd hours, which often conflict with faculty teaching schedules	\$20,000	Yes (Fund at \$5K)	5,000		Fund a smaller amount that is inline with prior year actuals.	In TB 2023-24	11-01-703001-100200-51410
12	Knox PAC	20-hour Week Shop Assistant	Ongoing	To keep up with the maintenance, school events, etc. Many of the required equipment pieces require more than one person to move and operate them. Guaranteeing 20 hours a week will help hire and retain an hourly worker.	\$20,000	Yes (Fund at \$6K)	6,000		Fund a smaller amount that is inline with prior year actuals.	In TB 2023-24	11-01-703009-682015-52320
13	Knox PAC	Replace speakers (currently from 1980s)	One time	3 of 6 speakers in Knox are broken. 2 of the remaining 3 are also at the end of their life.	\$20,000	Yes, if IE funding available		20,000	May need to be funded in a future year depending on available IE funds.	PO issued	12-47

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14	Knox PAC	Replace lighting with LED fixtures	One time	Replacing current stage lighting with LED lights will provide significant energy savings. With LEDs, there is no need to color blend. This will reduce back lighting group from 39 fixtures to 13.	\$100,000	Yes, future year SM funding.		100,000	Add to Facility project list for Scheduled Maintenance funding. May need to be funded in a future year.	For future consideration based on SM funding	Fund 41
15	Library	Hotspots, microphones, headsets	One time	Additional resources that can be added to library's Chrome book program for students.	TBD	Yes		2,500	To be funded by restricted funds.	Will be funded by COVID Recovery Grant	12-21-701090-619040-56450
16	Library	100 Chromebooks and 10 Calculators	One time	To replenish and maintain library's Chrome book program for the students.	\$34,500	Yes		34,500	To be funded by restricted funds.	Will be funded by COVID Recovery Grant	12-21-701090-619040-56450
17	Library	Cost increase for Library databases	Ongoing	To absorb 10% cost increase imposed by database vendors	\$6,320	Yes		6,320	To be funded by restricted funds.	Will be funded by Instructional Equipment funding	12-47
Requests from Student Services											
20	A&R	Digitization of legacy transcripts	One time	Reissuing old transcripts (about 30 a month) require significant staff time.	\$35,000	Yes		35,000	Obtain additional quotes before a vendor is selected.	BPO Issued	11-11
21	Athletics	Athletic Trainer 10 mo. to 12 mo.	Ongoing	To have coverage in the summer	\$17,041	Yes - 11 months	8,520		To deter/avoid potential safety issues. Additional hours submitted in prior years support the change.	Position is open and posted at 11 months	
22	Athletics	Athletic Equipment Coordinator 75% to 100% & 11 mo. to 12 mo.	Ongoing	Athletics support staff are needed year round.	\$32,112	Yes, 80% at 12 months.	10,775		Additional hours submitted in prior years support the change.	Implemented in 2022-23	
25	Athletics	Football helmets & shoulder pads	Ongoing	25% of equipment fail mandated federal testing	\$34,375	Yes		34,375	To be funded by restricted or co-curricular funds.	For future consideration based on IE funding	12-47
26	Athletics	Supplies for other sports	Ongoing	Ongoing needs for various sports	\$12,000	Yes		12,000	To be funded by restricted or co-curricular funds.	For future consideration based on IE funding	12-47
27	Athletics	Shooting machine for Basketball	One time		\$7,000	Yes		7,000	To be funded by restricted funds.	For future consideration based on IE funding	12-47
28	Athletics	Baseball batting cage cover	One time		\$15,000	Yes		15,000	Add to Facility project list for Scheduled Maintenance funding. May need to be funded in a future year.	For future consideration based on SM funding	Fund 41
30	DSPS	Alternative Media Specialist - Permanent Full time	Ongoing	Alternative media services are required by ADA. Also recently, Office of Civil Rights cases have discussed technology information such as; website design formats and distance ed materials to be converted into alternative formats. DSPS will need to focus on these areas.	\$111,814	Yes		111,814	To be funded by restricted funds.	Position not yet posted	

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32	Student Services	Graduation Ceremony	Ongoing	Need dedicated budget	\$50,000	Yes	40,000		This is a current annual expense and needs to be formally budgeted for.	In TB 2023-24	11-01-701050-702456-5xxxx
33	Tutoring	Address deficit left by end of HSI-STEM grant	Ongoing	End of grant funding	\$110,000	Yes		60,000	Rest of the funding is currently available in the department's general fund budget.	Will be funded by new MESA grant	New MESA grant
Requests from Administrative Departments											
34	Custodial	Lead Custodian	Ongoing	Lead custodian would assist in supervising night shift, order supplies, and assist with employee training.	\$109,802	Yes	3,900		An existing custodial position will be upgraded when vacancies or retirements arise.	Position upgraded in current year	Existig position GL
38	Marketing	Marketing Assistant (5% AD)	Ongoing		\$4,128	Yes	4,128		5%AD to an existing employee to help with social media presence.	5%AD granted in current year	
39	Marketing	Ipads	One time	Current one is very outdated. Employees have to use personal devices.	\$1,800	Yes, Foundation		1,800	To be funded by the Foundation.	Funding from CCC Foundation	
40	Marketing	Canon Pro Printer	One time	Large format printer for in-house printing, along with associated inks and papers.	\$2,000	Yes, Foundation		2,000	To be funded by the Foundation.	Funding from CCC Foundation	
42	Marketing	Replacement of low resolution external marquees	One time	Community-facing marquees are currently in disrepair and make our campus appear run-down to passersby.	\$30,000	Only if not Fund 11	-	-	We will explore funding from RDA and Foundation. A formal quote is needed.	For future consideration based on SM funding	
45	Marketing	360-camera	One time	For virtual campus walk-throughs.	\$800	Yes, Foundation		800	To be funded by the Foundation.	Funding from CCC Foundation	
46	Marketing	Drone camera	One time		\$400	Yes, Foundation		400	To be funded by the Foundation.	Funding from CCC Foundation	
47	Marketing	14 TB hard drives	One time	Current files are very large and cannot be archived on existing computers. Saving them increases productivity, because we can revisit and revise instead of starting from scratch each semester.	\$750	Yes, current supply or Foundation		750	IT department has 500MG storage units available. If this does not meet the need, Foundation will fund this expense.	Funding from CCC Foundation	
48	Marketing	Table drapes for departments	One time	Many departments don't have them, and many of them are in need of replacement.	\$4,000	Yes, Foundation		4,000	To be funded by the Foundation.	Funding from CCC Foundation	
					Total Requests		\$1,055,225	Total	88,323	520,238	608,561
					Fund 11		\$485,610				
					Other funding sources		\$569,615				