

 **CONTRA COSTA COLLEGE**
Budget Committee

Meeting Minutes

Date: OCT 19, 2022 (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: 2 students vacant

Non-Voting Members

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

Present: Arzu Smith, Brian Williams, Michael Zephyr, Sue VanHattum, Andrew Kuo, Ashley Phillips, Jason Berner, Monica Rodriguez, Nick Dimitri, Sara Marcellino, Gabriela Segade.

Guests: Dr. Kimberly Rogers and Kenyetta Tribble

Called to order at 2:00 p.m.

Item	Outcome/Decisions	Action Items
I. Approval of Current Agenda	Sue VanHattum motioned to approve the agenda, Michael Zephyr seconded, and the committee unanimously approved.	

<p>II. Approval of September 2022 minutes</p>	<p>Monica Rodriguez motioned to approve the minutes, Brian Williams seconded, and the committee unanimously approved.</p>	
<p>III. Public Comments</p>	<p>None.</p>	
<p>IV. Action Items</p>	<p>None.</p>	
<p>V. 2023-2024 Budget Request Review</p>	<p>Arzu provided a spreadsheet of all budget requests submitted for review. Spreadsheet is attached to minutes for review. Comments in blue font were taken during the meeting and represent the feedback from the Budget Committee.</p>	
<p>VI. Review of Committee membership</p>	<p>Sue VanHattum and Andrew Kuo will be the two faculty as voting members and Gabriela Segade will be the alternative faculty voting member.</p>	
<p>VII. Review/Set Committee Goals for Fiscal Year 2022-2023</p>	<p>Goals FY2022-2023:</p> <ol style="list-style-type: none"> 1. Perform quarterly review of general fund operating budget reports. 2. To develop/recommend an institutional review process for departmental budget requests. 3. Review and provide feedback as the planning committee re-designs the budget allocation process for program review. 	

	Brian motioned to approve the goals for FY 2022-2023, Monica seconded, and the committee unanimously approved.	
VIII. Review 2022- 2023 Adoption Budget and First Quarter Financials	Arzu shared the First Quarter Financials Report that will be presented at the Governing Board for approval.	
IX. Adjournment	Meeting adjourned at 3:40 p.m. Next meeting is on Wednesday, November 16, 2022 at 2:00 p.m.	

2023-24 Budget Requests

Notes in blue font are from 10/19/22 Budget Committee meeting.

#	Area	Request	Type	Justification	Amount Requested	Considered Amount	Proposed Decision	Potential funding source	Potential Impact to Gen. Fund Operating	Notes/comments from Business Services	Notes from 10/19 Budget Committee Meeting
1	AUTO (Repair)	Instructional Assistant Permanent, Part time -10 mo.	Ongoing	Evening classes were changed from lecture-only to lecture lab classes to meet NATEF standards. This position is needed to maintain NATEF (Automotive Service Excellence) certification standards.	\$45,793		No		x	Department currently has a FT Inst. Asst. that is on loan. One possibility could be to have modified hours for the current Inst.Asst. to cover some night classes. Need further review.	
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?		x	Past year budgets average \$35k except for 21-22. One time funding could be obtained from CTE grants.	
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?		x	Past year budgets average \$35k except for 21-22. One time funding could be obtained from CTE or grants.	
4	AUTO (Collision)	Computerized Measuring System	One time		\$20,000		Yes	SWP / Perkins / CTE		Confirmed w/Evan	
5	AUTO (Collision)	Welders (10 - Welders \$2,500 ea.)	One time		\$25,000		Yes	SWP / Perkins / CTE		Confirmed w/Evan	
6	Biotechnology	Website maintenance & outreach activities	Ongoing	Website includes important informatin about the program and is used as an outreach tool. Other outreach activities include high school presentations, career events, social media campaigns, etc. Funding is needed to market the summer program as well.	\$6,835		No	Possible Enrollment outreach/retention grant. Need further review.		Need further review on who is managing this work now and where the expenses are charged. (Added payroll/pension tax costs to calculations. Request was for \$5700.)	Move under marketing for consideration. Asses similar needs for other areas.
7	Culinary	Supplies for the kitchen	One time	Various supplies for the kitchen and the restaurant.	\$7,224		Yes	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		Conditional	Addl. hours to be funded from new income generated from summer theatre program		Addl. hours could be submitted if the summer program starts (11-02 or 11-03)	
9	Drama	Supplies and Budget augmentation	Ongoing	Stage makeup \$3k, participating in KCACTF festival \$7k	\$10,000		Yes	Co-curricular (11-04)		2022-23 Drama co curricular balance is approx. \$79k	
10	ESL	Full-time Program Coordinator	Ongoing	Training and retaining hourly ESL assistants have been challenging. Permanent staffing will provide consistency in services, expanded events, and potential increase in enrollment.	\$125,014		Review cost. Mostly covered from restricted.	Possible funding from Adult Ed grant for partial funding.	x	Increase in FTES.	There is funding for hourly assistance.. Roughly \$40k. Downgrade to Inst. Aide - PT.
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		Further review is needed		x	Past OAS payments are low. Actual expenditures under 51410 is \$1200 for 21-22, \$2500 in 20-21 and \$3200 in 19-20.	Consider a smaller amount in line with actuals. Tie to increase in number of sections offered.
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		Further review is needed	Work related to rentals could be covered from rental income.	x	Actual expenditures under classified hourly (52320/52325) is \$14k in 21-22, \$14k in 20-21, \$8k in 19-20. Department budget already has \$8k for hourly work.	Consider a smaller amount in line with actuals: \$6k
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		Conditional	Inst. Equipment Funds/Lottery		IE (12-47) or Lottery (12-20). Based on available funding.	

Academic

#	Area	Request	Type	Justification	Amount Requested	Considered Amount	Proposed Decision	Potential funding source	Potential Impact to Gen. Fund Operating	Notes/comments from Business Services	Notes from 10/19 Budget Committee Meeting
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		Conditional	SM/PPIS funds (energy efficiency) - 41-82		All funds currently committed. Consider for future years.	
15	Library	Hotspots, microphones, headsets	One time	Additional resources that can be added to library's Chrome book program for students.	TBD		Yes	Inst. Equipment Funds/Lottery/COVID Recovery Grant		IE (12-47), Lottery (12-20), or CRG 12-21-* -619040	
16	Library	100 Chromebooks and 10 Calculators	One time	To replenish and maintain library's Chrome book program for the students.	\$34,500		Yes	Inst. Equipment Funds/Lottery/COVID Recovery Grant		IE (12-47), Lottery (12-20), or CRG 12-21-* -619040	
17	Library	Cost increase for Library databases	Ongoing	To absorb 10% cost increase imposed by database vendors	\$6,320		Yes	Inst. Equipment Funds/Lottery		IE (12-47) or Lottery (12-20). Based on available funding.	
18	PE/Kinesiology	Budget augmentation: 10% incr. to operating budget	Ongoing	To cover cost increases for supplies/materials. Also to provide funding for professional development on equity pedagogy practices.	\$1,850		No		x	PD funding request should go through PD committee. Department is within its operating budget.	Breakdown cost by prof. dev. and supplies. Gabriela will reach out to department to assess PD needs.
19	A&R	Senior Program Coordinator	Ongoing	Addl. help needed to keep up with current workload. This will also help follow up on critical issues, collaborate with programs, etc.	\$132,376		On hold for discussion		x		
20	A&R	Digitization of legacy transcripts	One time	Reissuing old transcripts (about 30 a month) require significant staff time.	\$35,000		On hold for discussion		x	Need to revisit cost estimate	
21	Athletics	Athletic Trainer 10 mo to 12 mo	Ongoing	To have coverage in the summer	\$17,041		Yes?		x		Could be safety issues.
22	Athletics	Athletic Equipment Coordinator 75% to 100% & 11 mo to 12 mo	Ongoing	Athletics support staff are needed year round.	\$32,112				x	In prior year this position performed addl hours and OT that equates to a FT position.	Review number of hours from PY FY
23	Athletics	Athletic Facilities Assistant 75% to 100% & 11 mo to 12 mo	Ongoing	Athletics support staff are needed year round.	\$28,494		No		x		Wait for FT position to be hired and assess hours.
24	Athletics	Administrative Assistant II 75% to 100% & 11 mo to 12 mo	Ongoing	Administrative Assistant position is needed on a daily basis.	\$30,601				x	In prior year this position did not perform addl hours and OT up to FT levels.	Review number of hours from PY FY
25	Athletics	Football helmets & shoulder pads	Ongoing	25% of equipment fail mandated federal testing	\$34,375		Conditional	Inst. Equipment Funds/Lottery/Co-curricular 11-04		IE (12-47) or Lottery (12-20) or Co-curricular (11-04). Athletics have \$180k in its co-curricular account, \$94k of which is earmarked for IC athletic events.	
26	Athletics	Supplies for other sports	Ongoing	Ongoing needs for various sports	\$12,000		Conditional	Inst. Equipment Funds/Lottery/Co-curricular		IE (12-47) or Lottery (12-20) or Co-curricular (11-04). Athletics have \$180k in its co-curricular account, \$94k of which is earmarked for IC athletic events.	
27	Athletics	Shooting machine for Basketball	One time		\$7,000		Conditional	Inst. Equipment Funds/Lottery		IE (12-47) or Lottery (12-20)	
28	Athletics	Baseball batting cage cover	One time		\$15,000		Conditional	Maintenance/Co-curricular		SM 41-8X or 11-04	
29	Athletics	New vans for student travel	Ongoing	Current vans are old/used	\$85,000		No		x	Assess college wide need for vehicles	Look at vehicle maintenance to extend life
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	DSPS categorical funds			

Student Services

#	Area	Request	Type	Justification	Amount Requested	Considered Amount	Proposed Decision	Potential funding source	Potential Impact to Gen. Fund Operating	Notes/comments from Business Services	Notes from 10/19 Budget Committee Meeting	
31	Financial Aid	Financial Aid Specialist - Permanent Full time	Ongoing	Addl. help to improve departments ability comply with changing regulations, enhance quality control, and allow outreach, etc. Staffing levels have been stagnant in spite of increased funding sources.	\$111,814		On hold		x	Review BFAP budget for available funding.	Funding is not available in BFAP. This position would have SCFF implications.	
32	Student Services	Graduation Ceremony	Ongoing	Need dedicated budget	40,000		Yes		x			
33	Tutoring	Address deficit left by end of HSI-STEM grant	Ongoing	End of grant funding	\$110,000	\$60,000	Yes - Partial funding	Budget in fund 11 is under utilized. Plus, additional funding available from MESA.		Existing department budget plus \$60k from new MESA grant		
Administrative	34	Custodial	Lead Custodian	Ongoing	Lead custodian would assist in supervising night shift, order supplies, and assist with employee training.	\$109,802	\$ 3,900	Yes		x	We could upgrade one of the Custodian II positions to Lead Custodian. There may be retirements coming up within the department that could provide an opportunity for this change.	
	35	Custodial	Custodial II (2)	Ongoing	Custodial staff are currently cleaning more than the required square footage.	\$187,527		No		x		Funding currently not available in 2023-24.
	36	Marketing	Graphic Designer--increase from 75% to FT	Ongoing		\$35,931				x		Further detailed information is needed
	37	Marketing	Professional Expert-Digital Marketing Spec. (PT)	Ongoing	Website redesign project will require substantial help with copywriting and project management.	\$48,000				x	Need a detailed plan	Further detailed information is needed
	38	Marketing	Marketing Assistant (5% AD)	Ongoing		\$4,128				x		Further detailed information is needed
	39	Marketing	Ipads	One time	Current one is very outdated. Employees have to use personal devices.	\$1,800		Yes	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			
	41	Marketing	Canva Pro	Ongoing?	To create digital art.	\$180		Yes	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 passersbys.	\$30,000		Conditional	RDA?, Retention grant?, Foundation?		Cost may be more. Need more details and a quote.	
	43	Marketing	Coursera Accounts	Ongoing?	To focus on innovation and continuous improvement	\$6,000				x		Further detailed information is needed
	44	Marketing	Wrike Project Management	Ongoing?	Project management for design projects.	\$12,000				x		Further detailed information is needed
	45	Marketing	360-camera	One time	For virtual campus walk-throughs.	\$800		Yes	Foundation		Maybe next year	
46	Marketing	Drone camera	One time		\$400		Yes	Foundation		Cost may be more		
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		Conditional	Foundation		IT could make 500MG storage units available.		
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		Conditional	Partial Categorical Funding, Foundation?			More information to be sent to Foundation	
Total Requests					\$1,715,113							
Fund 11					\$1,138,483							
Other funding sources					\$576,630							

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
FUND 11: GENERAL FUND - UNRESTRICTED - Contra Costa College, Operating
for Period Ended September 30, 2022

Description	Adopted Budget	Adjusted Budget	YTD Actuals	% of Adj. Budget
Sources:				
8610 Apprenticeship Revenue	14,067	14,067	-	0.0%
8620 General Categorical Programs	68,113	68,113	-	0.0%
Total State Revenues	\$ 82,180	\$ 82,180	\$ -	0.0%
8840 Sales and Commissions	-	15	15	100.0%
8851 Rentals and Leases	80,000	80,000	10,263	12.8%
8874 Enrollment Fees	33,161	33,161	44,013	132.7%
8870 Other Student Fees and Charges	29,591	36,203	34,227	94.5%
8880 Other Student Fees	350,000	262,806	31,649	12.0%
8890 Other Local Revenues	696,054	725,046	90,493	12.5%
Total Local Revenues	\$ 1,188,806	\$ 1,137,231	\$ 210,660	18.5%
8910 Proceeds of General Fixed Assets	-	9,222	9,222	100.0%
8992 Intrafund and Subfund Transfers In	358,131	358,131	160,980	45.0%
8994 Operating Allocation	32,815,718	32,815,718	8,203,930	25.0%
Total Other Financing Sources	\$ 33,173,849	\$ 33,183,071	\$ 8,374,132	25.2%
Total Revenues and Other Financing Sources	\$ 34,444,835	\$ 34,402,482	\$ 8,584,792	25.0%
Uses:				
1100 Monthly Instructional Salary	6,871,829	6,871,829	1,530,873	22.3%
1200 Noninstructional Salaries Full Time	3,951,636	3,951,636	884,632	22.4%
1300 Instructional Salaries Part Time	5,572,467	5,572,467	780,874	14.0%
1400 Noninstructional Salaries Part Time	358,755	358,755	142,695	39.8%
Total Academic Salaries	\$ 16,754,687	\$ 16,754,687	\$ 3,339,074	19.9%
2100 Noninstructional Salaries Full Time	5,210,970	5,210,970	1,119,578	21.5%
2200 Instructional Aides Full Time	931,500	931,500	157,723	16.9%
2300 Variable Non-Instructional	348,717	348,717	188,970	54.2%
2400 Variable Classroom Aide	19,000	19,000	4,282	22.5%
Total Classified Salaries	\$ 6,510,187	\$ 6,510,187	\$ 1,470,553	22.6%
3000 Total Benefits	9,120,120	9,120,120	1,946,097	21.3%
Total Salaries and Benefits	\$ 32,384,994	\$ 32,384,994	\$ 6,755,724	20.9%
4000 Supplies and Materials	666,906	614,481	211,138	34.4%

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
FUND 11: GENERAL FUND - UNRESTRICTED - Contra Costa College, Operating
for Period Ended September 30, 2022

Description	Adopted Budget	Adjusted Budget	YTD Actuals	% of Adj. Budget
5100 Consultants	54,955	54,955	12,428	22.6%
5200 Travel	162,131	162,981	7,894	4.8%
5300 Dues and Memberships	79,081	79,081	41,711	52.7%
5400 Insurance	29,591	29,591	-	0.0%
5500 Utilities and Housekeeping	39,576	39,576	6,913	17.5%
5600 Contract Services	589,923	589,923	308,257	52.3%
5690 Other Operating Expenses	103,969	103,969	21,758	20.9%
5800 Other Services and Expenses	37,824	37,824	21,763	57.5%
Total Other Operating Expenses	\$ 1,097,050	\$ 1,097,900	\$ 420,724	38.3%
6200 Buildings	21,000	21,000	3,358	16.0%
6300 Library Books	10,500	10,500	-	0.0%
6400 Equipment	100,449	109,671	11,398	10.4%
Total Capital Outlay	\$ 131,949	\$ 141,171	\$ 14,756	10.5%
7300 Interfund Transfers Out	54,500	54,500	-	0.0%
7899 Intrafund and Subfund Transfers Out	16,700	16,700	-	0.0%
Total Transfers and Other Outgo	\$ 71,200	\$ 71,200	\$ -	0.0%
Total Expenses	\$ 34,352,099	\$ 34,309,746	\$ 7,402,342	21.6%
Net Revenues Over (Under) Expenses	\$ 92,736	\$ 92,736	\$ 1,182,450	
9000 Fund Balance at July 01, 2022	1,413,218	1,413,218	1,429,718	
Fund Balance at September 30, 2022	\$ 1,505,954	\$ 1,505,954	\$ 2,612,168	
7903 Deficit Funding Reserve	169,528	169,528	-	
7904 College/DO Local Reserves	359,044	359,044	-	
7900 Designated Reserves	100,440	100,440	-	
7999 Undesignated Reserve	876,942	876,942	-	
Total Budgeted Reserves	\$ 1,505,954	\$ 1,505,954	\$ -	