

 **CONTRA COSTA COLLEGE**
Budget Committee

Meeting Minutes

Date: NOV 16, 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 2:04 p.m.

Item	Outcome/Decisions	Action Items
I. Approval of Current Agenda	Gabriela Segade motioned to approve the agenda, Monica Rodriguez seconded, and the committee unanimously approved.	

<p>II. Approval of October 2022 minutes</p>	<p>Brian Williams motioned to approve the minutes, Gabriela Segade seconded, and the committee unanimously approved.</p>	
<p>III. Public Comments (2 minutes each)</p>	<p>None.</p>	
<p>IV. Action Items</p>	<p>None.</p>	
<p>V. Review of Other Local Revenues</p>	<p>Explanation of “other local revenue” includes childcare fees, fitness center, misc. revenue-HEERF Lost revenue, Foreign (student) application fees, and Swim Program. revenue.</p> <p>One more year of HEERF funding, which expires June 30, 2023, to cover lost revenue if necessary. The remaining funds we are going to pause spending HEERF funds to reserve for lost revenue for the bookstore, parking, cafeteria, and other local revenues.</p> <p>State Free School Grant for pre-school will cover back to July for childcare revenue. The revenue will increase by the end of the fiscal year.</p>	
<p>VI. 2023-2024 Budget Request Review</p>	<p>College Council and Executive team didn’t have any additional feedback to add to the Budget Request Review.</p> <p>Out of 48 budget requests only 14 requests were not approved and reviewed with the committee after the other committees provided feedback.</p>	

	Gabriela moved to forward the budget request to Kimberly Rogers, Acting President, Monica seconded, and the committee unanimously approved.	
VII. Adjournment	Meeting adjourned at 2:45 p.m. Next meeting is on Wednesday, February 15, 2023 at 2:00 p.m.	

2023-24 Budget Requests

#	Area	Request	Type	Justification	Amount Requested	Potential Funding Source	Potential Impact to Gen. Fund Operating (11-01)	Proposed Decision	Proposed funding from Fund Gen. Fund Operating (11-01)	Proposed funding from other funds	Notes/feedback from: 1) Business Office 2) Budget Committee 3) Executive Leadership Team
Requests from Academic Departments											
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		x	No	-		Department currently has a FT Instructional Assistant position that is on loan. We will fill this position first and see if the need for evening classes can be met by this position.
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		x	Yes	5,000		Prior year spending demonstrates the need for increase.
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		x	Yes	5,000		Prior year spending demonstrates the need for increase.
4	AUTO (Collision)	Computerized Measuring System	One time		\$20,000	SWP / Perkins / CTE		Yes		20,000	To be funded by restricted funds.
5	AUTO (Collision)	Welders (10 - Welders \$2,500 ea.)	One time		\$25,000	SWP / Perkins / CTE		Yes		25,000	To be funded by restricted funds.
6	Biotechnology	Website maintenance & outreach activities	Ongoing	Website includes important information 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	Enrollment outreach/retention grant may be a possibility. This would require further review.	x	No	-	-	Consider moving under Marketing. Assess similar needs for other areas. Assess if Marketing budget needs to be revised.
7	Culinary	Supplies for the kitchen	One time	Various supplies for the kitchen and the restaurant.	\$7,224	Fund 52		Yes		7,224	To be funded by department's auxiliary funds.
8	Drama/Knox	Incr. Theatre Staging Specialist - 10 to 12 months	Ongoing	Additional hours to support a summer theatre program for children.	\$16,632	Addl. hours to be funded from new income generated from summer theatre program		Yes (for additional hours only)		9,755	Time cards for addl. hours to be funded from program fees.
9	Drama	Supplies and Budget augmentation	Ongoing	Stage makeup \$3k, participating in KCACTF festival \$7k	\$10,000	Co-curricular (11-04)		Yes		10,000	To be funded by department's co-curricular funds.

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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	Possible (partial) funding from Adult Ed and SEAP grants.	x	No to permanent position.	-	-	Continue with regular hourly funding from restricted funds (Adult Ed, SEAP, etc.). Review strategy with Deans.
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		x	Yes (Fund at \$5K)	5,000		Fund a smaller amount that is inline with prior year actuals.
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	Work related to rentals could be covered from rental income.	x	Yes (Fund at \$6K)	6,000		Fund a smaller amount that is inline with prior year actuals.
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	Inst. Equipment Funds/Lottery		Yes, if IE funding available		20,000	May need to be funded in a future year depending on available IE funds.
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	SM/PPIS funds (energy efficiency) - 41-82		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.
15	Library	Hotspots, microphones, headsets	One time	Additional resources that can be added to library's Chrome book program for students.	TBD	Inst. Equipment Funds/Lottery/COVID Recovery Grant		Yes		2,500	To be funded by restricted funds.
16	Library	100 Chromebooks and 10 Calculators	One time	To replenish and maintain library's Chrome book program for the students.	\$34,500	Inst. Equipment Funds/Lottery/COVID Recovery Grant		Yes		34,500	To be funded by restricted funds.
17	Library	Cost increase for Library databases	Ongoing	To absorb 10% cost increase imposed by database vendors	\$6,320	Inst. Equipment Funds/Lottery		Yes		6,320	To be funded by restricted funds.

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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		x	No	-		PD funding request should go through the PD committee. Last four years, operating expenditures were below budget.
Requests from Student Services											
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		x	No	-		Review funding strategy & integration of services with Deans.
20	A&R	Digitization of legacy transcripts	One time	Reissuing old transcripts (about 30 a month) require significant staff time.	\$35,000	One time funds (11-11)	x	Yes		35,000	Obtain additional quotes before a vendor is selected.
21	Athletics	Athletic Trainer 10 mo. to 12 mo.	Ongoing	To have coverage in the summer	\$17,041		x	Yes - 11 months	8,520		To deter/avoid potential safety issues. Additional hours submitted in prior years support the change.
22	Athletics	Athletic Equipment Coordinator 75% to 100% & 11 mo. to 12 mo.	Ongoing	Athletics support staff are needed year round.	\$32,112		x	Yes, 80% at 12 months.	10,775		Additional hours submitted in prior years support the change.
23	Athletics	Athletic Facilities Assistant 75% to 100% & 11 mo. to 12 mo.	Ongoing	Athletics support staff are needed year round.	\$28,494		x	No	-		This position is currently vacant. Wait until permanent position & new athletic director is hired.
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	No	-		Additional hours submitted in prior years do not support a change at this level. Wait until new athletic director is hired to reevaluate.
25	Athletics	Football helmets & shoulder pads	Ongoing	25% of equipment fail mandated federal testing	\$34,375	Inst. Equipment Funds/Lottery/Co-curricular 11-04		Yes		34,375	To be funded by restricted or co-curricular funds.
26	Athletics	Supplies for other sports	Ongoing	Ongoing needs for various sports	\$12,000	Inst. Equipment Funds/Lottery/Co-curricular		Yes		12,000	To be funded by restricted or co-curricular funds.
27	Athletics	Shooting machine for Basketball	One time		\$7,000	Inst. Equipment Funds/Lottery		Yes		7,000	To be funded by restricted funds.
28	Athletics	Baseball batting cage cover	One time		\$15,000	Scheduled Maintenance/Co-curricular		Yes		15,000	Add to Facility project list for Scheduled Maintenance funding. May need to be funded in a future year.
29	Athletics	New vans for student travel	Ongoing	Current vans are old/used	\$85,000		x	No	-		Review college-wide needs and vehicle maintenance to extend life.

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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	DSPS categorical funds		Yes		111,814	To be funded by restricted funds.
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		x	No (not until review of proposed state funding for FA).	-	-	State Chancellors Office is proposing a new restricted funding source to support financial aid administration. We will monitor 2023-24 state budget proposals to see if this funding source will be available.
32	Student Services	Graduation Ceremony	Ongoing	Need dedicated budget	\$50,000		x	Yes	40,000		This is a current annual expense and needs to be formally budgeted for.
33	Tutoring	Address deficit left by end of HSI-STEM grant	Ongoing	End of grant funding	\$110,000	Budget in fund 11 is under utilized. Plus, additional funding available from MESA.		Yes		60,000	Rest of the funding is currently available in the department's general fund budget.
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		x	Yes	3,900		An existing custodial position will be upgraded when vacancies or retirements arise.
35	Custodial	Custodial II (2)	Ongoing	Custodial staff are currently cleaning more than the required square footage.	\$187,527		x	No	-		Funding is not available at this time.
36	Marketing	Graphic Designer--increase from 75% to FT	Ongoing		\$35,931		x	No	-		Funding is not available at this time.
37	Marketing	Professional Expert-Digital Marketing Spec. (PT)	Ongoing	Website redesign project will require substantial help with copywriting and project management.	\$48,000		x	No (not until a full marketing plan is presented)	-		Not until a full marketing plan is presented.
38	Marketing	Marketing Assistant (5% AD)	Ongoing		\$4,128		x	Yes	4,128		5%AD to an existing employee to help with social media presence.

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39	Marketing	Ipads	One time	Current one is very outdated. Employees have to use personal devices.	\$1,800	Foundation		Yes, Foundation		1,800	To be funded by the Foundation.
40	Marketing	Canon Pro Printer	One time	Large format printer for in-house printing, along with associated inks and papers.	\$2,000	Foundation		Yes, Foundation		2,000	To be funded by the Foundation.
41	Marketing	Canva Pro	Ongoing	To create digital art.	\$180	Foundation		N/A	-	-	CTE Department has Canva Pro and will provide access to Marketing.
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	RDA?, Retention grant? Foundation?		Only if not Fund 11	-	-	We will explore funding from RDA and Foundation. A formal quote is needed.
43	Marketing	Coursera Accounts	Ongoing	To focus on innovation and continuous improvement	\$6,000		x	No, may be available in GROW	-		There may be a current subscription through GROW. Department to inquire.
44	Marketing	Wrike Project Management	Ongoing?	Project management for design projects.	\$12,000		x	No	-		
45	Marketing	360-camera	One time	For virtual campus walk-throughs.	\$800	Foundation		Yes, Foundation		800	To be funded by the Foundation.
46	Marketing	Drone camera	One time		\$400	Foundation		Yes, Foundation		400	To be funded by the 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	Foundation		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.
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	Partial Categorical Funding, Foundation?		Yes, Foundation		4,000	To be funded by the Foundation.
				Total Requests	\$1,725,113			Total	88,323	520,238	608,561
				Fund 11	\$1,155,318						
				Other funding sources	\$569,795						