

 **CONTRA COSTA COLLEGE**
Budget Committee

Meeting Minutes

Date: September 20, 2023 (every 3rd Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.

Location: ZOOM <https://4cd.zoom.us/j/86972675917> Meeting ID: 869 7267 5917

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

Voting Members

Chairperson: Victoria Menzies

Managers: Monica Rodriguez, Ashley Phillips, Joel Nickelson-Shanks

Faculty: Andrew Kuo, *Alternate: Gabriela Segade*

Classified: Brian Williams, Michael Zephyr

Students: 2 vacancies

Non-Voting Members

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

Voting members present: Victoria, Ashley, Joel, Monica, Andrew, Brian

Non-voting members present: Gabriella, Nick, Maya Jenkins, Eric Arias (ASU Treasurer), Ayman Khan (student), Von Segerberg (note taker)

On Zoom: Victor Marilao, John Supnet, Erica Delgado, Brenda Pless, Robert Bagany

Called to order at 2:08 p.m.

| Item | Outcome/Decisions | Action Items |
|-----------------------------|--|--------------|
| I. Welcome and Introduction | <ul style="list-style-type: none"> • Victoria welcomed everyone to the first budget meeting of 23-24 AY • All participants introduced themselves and their role at the CCC | |

| | | |
|--|---|--|
| | <ul style="list-style-type: none"> • Quorum in attendance | |
| II. Approval of Current Agenda | <ul style="list-style-type: none"> • Victoria motioned to switch items #7 and #8 • Facilities Master Plan Presentation cancelled • Gabriela approved agenda amendments, Brian 2nd • Agenda approved | |
| III. Approval of May 17, 2023 | <ul style="list-style-type: none"> • Brian moved to approve May 17th 2023 minutes & Monica 2nd • Committee approved minutes | |
| IV. Public Comments/Announcements (2 minutes each) | <ul style="list-style-type: none"> • Ayman proposed purchasing a 10-foot lockers that can be used for clubs and athletics. It would be housed outside of the gym. He is working on the specifics. • Victoria suggested he should also take it to the operations meeting who would be able to make that kind of decision | |
| V. Action Items | <ul style="list-style-type: none"> • None | |
| VI. Review Committee Charge, Membership, and Voting Guidelines Current Charge: | <ol style="list-style-type: none"> 1. Evaluate procedures for the allocation and use of revenue 2. Make recommendations on budget augmentation 3. Review new grant proposals 4. Maintain a comprehensive record of College-wide grant budgets to help facilitate funding of relevant projects. 5. Develop the process for allocation of and to allocate special funds (e.g. instructional equipment funds) 6. Make funding recommendations jointly with Student Success, Planning, and/or Operations Committee to College Council. <p>Each charge was reviewed.</p> <ul style="list-style-type: none"> • Do we have a process for reviewing grants? Brian shared, this is new because we would have grants come through that were approved and required institutionalization, but there wasn't a plan for those funds in the past. | |

| | | |
|---|--|--|
| | <ul style="list-style-type: none"> • This was added so we could take a look at grants and help figure that out. Coming up with a functional budget development process would help meet our goals better than we've done in the past. • There aren't many grants that come through, but this committee should see all grant proposals so they can be taken into account when doing budget planning. • Ashley shared, Nursing will have a few grant proposals to send to this committee and she also shared BP 3.30 | |
| <p>VII. Budget Development Discussion</p> | <p>Victoria shared a draft of our campus Budget Development Process.</p> <ul style="list-style-type: none"> • Most policies are geared toward the district process, but the campus also needs an allocation process. • Program reviews are very important because that's where resources are requested. We have to have a program review before we can allocate a budget. • It will help to align with our strategic plan. • Vikki wants to put together a taskforce to develop the design and implantation of the budget process. It should be fully implemented this fiscal year, so we use it on the next fiscal year budget. • The roles and responsibilities should be developed and defined. This comes from job descriptions. They do not approve the budget. Only the president can approve a budget, so all of the work we're doing is to get our recommendations to college council and they can submit a budget to the President for approval. • We should look at each committee to see who has the charge to review budgets. i.e., the Operations committee, will they send items to the Facilities or IT committees? Because the program review has 5-6 categories (salary, office space, equipment, facilities and/or IT related needs that should go to the respective committee members. If that work isn't done, we need to set that structure up so we can move forward. All of this ties into our accreditation. | <p>Budget Guideline policies and procedures will be shared to the group. (i.e. BP 5033, 5031, 18.01, 1802, 1804 and budget transfers.)</p> <p>Document will be sent to Faculty & Classified Senate groups to recruit volunteers</p> <p>We should have the working group volunteers identified by next meeting.</p> |

- Each constituent group is expected to participate and should develop matrices to rank budget requests.
- The governing board has to review the budget and usually takes place by May 8th, which pushes our deadline to April sometime. The tentative budget presentation will be June 12th.
- The budget will no longer be rolled over but will be based on requests made in program reviews.
- The adopted budget presentation has to happen by September 11th in order for us to start spending on July 1.
- **Proposal** – assign constituent members to a working group this fall and spring (23-24) to work on what the budget process will be. Meet with them to discuss concerns and develop an implementation plan, share with campus community, facilitate a campus-wide training and launch (24-25) the process.
- In the past, the training has taken place on flex day.
- Box 2A drives faculty hiring based on retirements and resignations. Classified doesn't have a document to determine open positions.
- **Proposal** – charge supplies to two object codes one for non-instructional and instructional supplies and equipment. Instructional supplies can be charged to the lottery instead of general fund.
- In that process we will talk about the difference between discretionary and required items. Required items are things that need to be in place for instruction or compliance. Required items should be noted in budget requests.
- Program review – are we using eLumen or something else? Gabriela shared, the planning committee decided we're definitely using eLumen and they have been working on finalizing the process, and the revision of the process and then working with budget.
- A program shouldn't be funded unless they have a program review.
- Victoria is going to propose to College Council to set up a

| | | |
|---|---|--|
| | <p>new facilities committee or a facilities working group because we have a Facilities Master Plan not a Operations Master plan and this too aligns with accreditation.</p> <ul style="list-style-type: none"> • Proposal (24-25): convert the very large spreadsheet into a database that is more interactive to assist campus committees in making informed decisions. <ul style="list-style-type: none"> ○ Victor asked if she wanted a document management system or a database or both. Proposed someone from CIS be on the committee to recommend the best way to track and extract information that needs to be sent to the the district an/or governing board. • A budget process opens up transparency because everyone can see what we're doing. They can see how people make decisions because we've all worked on the matrix and the rankings. Transparency is key and empowers others to make informed decisions. • Gabriela suggested taking it the faculty senate sooner rather than after a process has been developed, so it can be worked on concurrently to expedite getting the proposed budget process approved. • Ayman asked that students be a part of the process. Victoria already requested the ASU Treasurer be involved. • Brian asked who is going to pay for the time required to work on the committee. Victoria said that a proposal to include OT for classified. | |
| <p>VIII. Review/Set Committee Goals for Fiscal year 2023-2024</p> | | <p>Victoria motioned to table Committee goals to next meeting.</p> |
| <p>IX. Budget Updates</p> | <ul style="list-style-type: none"> • The adopted budget has been approved and uploaded to Colleague. The \$36M general fund adopted budget was shared. Each line was reviewed. • The 50% law states that we should spend 50% of our general budget must be spent on classroom and instruction, which goes back to making sure we are coding items appropriately. Our campus was 45.4 below | |

the 50% law.

- We spend a lot on classified hourly. We should be more strategic in making sure they are coded to the right object code.
- Quarterly reports will be shared.
 - Do these numbers include the negotiated salary increases for faculty and classified?
 - No, the budgets will be adjusted after payments go out.
 - This is paid by the district; it will not come out of campus budget.
 - In terms of using Program Review to make budget decisions for non-instructional areas such as financial aid who are up for program review every 4 years. It's been a separate budget request form sent to the budget committee. Will there need to be a continuance of this process or an additional mini program review? What would that look like for departments who aren't up for program review?
 - That will be worked out with the planning committee. You won't have to write the program review, but you will have to refer back to it to make requests that tie back your last program review. It's a much shorter process.
 - Do you have examples of budgets that were funded based on their program reviews?
 - We did that when we had the Annual plan that required review of previous program review.
- The budget was based on program reviews prior to the pandemic. Required items must be funded. So it is important to be intentional about your program review
- Monica and Joel expressed frustration of not having previous requests fulfilled based on their program review. And then to have to submit another form to ask for

something already requested in the budget review...makes it seem like program reviews aren't connecting with the budget.

- Victoria confirmed a systematic process was used to fund requested items. She gave an example of an augmented budget approval. She reviews all budget requests and maintains a list of those items that may not have been approved the first time around, but can be available if new funding comes in. We are trying to put our practices in alignment with what our policies are.
- Eric, ASU Treasurer, asked who operates the program review?
 - The planning committee is revising the process. It will be submitted to College Council. We're trying to determine who is going to make the decisions. It sounds like this committee will be the one to evaluate and fund budgets.
- Joel pointed out based on the responses there isn't a concrete process for reviewing program reviews. There is a team to help you do it; and give you pointers on what needs to be done, but there's no clear pathway to what happens next.
 - Gabriela thinks it was due to high turnover, but we've hired a lot of people and Victoria pointed out how important it is to have a process in place so regardless of who is sitting in the seat you follow the procedure.
- Because we will meet with departments quarterly, we will analyze your spending and make recommendations.
- If your program increases, you can request a budget augmentation
- Brian wants us to fund based on need and not because we argue well. For instance, a department always get funding because they write well whereas other departments didn't because they couldn't write as well. Let's make sure what we develop takes that into

| | | |
|----------------|--|--|
| | consideration. • | |
| X. Adjournment | Meeting adjourned at 3:42 p.m. Next meeting is on Wednesday, October 18, 2023 at 2:00 p.m. | |