CONTRA COSTA COLLEGE
Budget Committee
Meeting Minutes

Date: February 21st, 2024 (every 3nd Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.
Location: SAB-211 and ZOOM https://4cd.zoom.us/j/87210471808   Meeting ID: 872 1047 1808

Voting Members
Chairperson: Victoria Menzies **Managers**: Monica Rodriguez, Ashley Phillips, Joel Nickelson-Shanks **Faculty**: Andrew Kuo, Randy Carver, *Alternate: Gabriela Segade* **Classified**: Brian Williams, Michael Zephyr **Students**: 0

Non-Voting Members
Managers: Nick Dimitri, Mayra Padilla, Sara Marcellino, Jason Berner

Present: Victoria Menzies, Rene Sporer, Brian Williams, Gabriela Segade, Mayra Padilla, Jason Berner, Nick Dimitri, Michael Zephyr, Ashley Phillips, Joel Nickelson-Shanks, Maya Jenkins

Zoom: Seti Sidharta, Andrew Kuo, Randy Carver, Robert Bagany, Elvia Ornelas-Garcia, George Mills, Annie Sciacca, Bianca Snowden, Jaqueline Ore'

Called to order at 2:05pm

Item	Outcome/Decisions	Action Items
I. Welcome and Introduction		N/A

II.	Approval of Current Agenda	Agenda Approved (5 votes)	Vote
III.	Approval of September 20,2023 and October 18, 2023	September Minutes Approved (5 votes) October Minutes Approved (5 Votes)	Vote
IV.	Public Comment/Announcements (2 minutes please)	None	N/A
V.	Action Items – (None)	None	N/A
VI.	Review Committee Charge, Membership, and Voting Guidelines **Current Charge:** 1. To evaluate procedures for the allocation and use of revenue 2. To make recommendations on budget augmentation 3. To review new grant proposals 4. To maintain a comprehensive record of college-wide grant budgets in order to help facilitate funding of relevant projects. 5. To 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.	Victoria Menzies (Chair) I'm not going to review. But are there any discussions on those charges because they're going to help us with Number 7, which is to set our goals for this year. But one of them would be to develop the budget process draft to be submitted to the decision-making committees for review and recommendations. So that's charge item 1, 2, 4, and 5. And then we also want to review our quarterly financials, determining funding recommendations if needed. That would be our charge number 6, and then number 3 is develop a new Grant process. Approval and review current practices, process and procedures. And that's item number 3.	Informational/Discussion

VII.	**Review/Set Committee Goals for Fiscal Year 2023-2024**	Victoria Menzies (Chair) –	Vote
	1. Develop Budget Development Process draft to be submitted to decision making committees for review and recommendation, Items 1, 2, 4, 5.	Shared out a form for the annual unit plan so we can start working on that. She shared two samples, currently what we use right now (created in 2002) as far as our restricted funds used to submit their budget request, as well as a form used by another campus that we can format to our needs. We can use this current restricted form a simple fix to get the process moving now but the goal is to have us move to a type of form that aligns with an item in order to identify specific budget needs.	
	2. Review quarterly financials to determine funding recommendations, if needed, item 6.	When setting up a budget, the Budget Officer must let the business office know what GL's they want to load with a particular amount of dollars. For example, I will let Nick know. Put this much in instructional line item, put this much in supplies, travel, etc. For every one of those line items tells him how to load the budget for that GL, and then what I (Victoria)do on the back end is, if there are multiple people spending out of it, I have built a sheet that says, this is how much is allocated for a particular program, and I have little tabs around activity codes. If I could divide it by activity codes or by program number, so that when I'm asked to report on the back end, I pull this sheet. And then, I say, did I spend the way I plan? Yes or no. What went wrong? How do I adjust it for the next year?	
	3. Develop a new grant process approval and review. Review current practices, process and procedures, Item 3.	Having itemized lines creates a visual picture of how money is spent and where to allocate funds. Two important questions are, Is this a one-time expense? And is it required for compliance? Anything that was required for compliance was for sure	

	approved on the first round and this information rotated into a excel worksheet. Then we ask people to describe how this aligns with your program review. Right? They then, would get points based on how that aligned with the program review. And so, this would be for the annual unit plan. Not when we're just setting up budgets for the business office. This serves us the same thing when we use one form for different purposes. This data all downloads into an excel format that we use for the budget by department, so each department must submit one then also. So, you can tailor what you want the columns to mean. But this align? Does it align with their SLO or ISO? And how is it aligned right? And then how is it helping us with our institutional goals? Was also a number. So, all those were factors that we used to rate and write how you were going to get funded. The higher the number, the more chance, the more likely you were going to get funded. but we can change it. So, we might already have forms in place, we can just clean it up for our purpose and move that through board approval.	
VIII. Understanding Campus Funding (1hr)	**Mayra Padilla** – SEAP (Student Equity Plan Key Statute) So today I'm going to talk about the Student Equity and Achievement Program. And what I wanted to do is give you an update on what the reg says about what the usage is. The student equity and achievement program is the name of the program under which the Equity plan lives.	Informational/Discussion

Now, there are two things. One, is the actual program, and the other one is the plan. here's what the Key statue says, and the legislation calls out racial equity as a key focus area for this funding source. In the statue, they removed that. And there's a lot of controversy in the state around why, they did not keep that language in the statue. I'm just sharing the statue with you because,
by de facto, the equity populations that we focus on are racialized minorities. I'm not going to focus on that. But the funds really are meant to implement the framework of guided pathways.
And to think about practices that advance the success of traditionally underrepresented groups and, in our equity plan. When you look at the racialized minority groups, we're talking about African, American, and Latino, students. But the data gets pulled for all the student groups. It also pulls information when we have it available for our LGBTQ students. It pulls for our undocumented students, pulls for veterans, our foster youth, our differently able student population. And so that data all lives at the State Chancellor's office. But it's as good as we're able to code it, and a lot of that information comes from CCC apply. So, we have very little information, for example, the L on our LGBTQ plus students. So even though that information comes in, it's not very a stable source of information because we haven't educated our students about why, that's important. This just means, you know, that we're using our sound judgment when we make the purchases, but justifiable is around being consistent with the goals and activities related to the SEAP program and to the

SEAP plan, which is the thing that tells the State office what we are actually doing with those funds. And then this is where they give us language around how we are supposed to track our expenditures. And so, we are supposed to develop written documentation prior to the expenditure, and we're supposed to have a clear link between the expenditure and the plan goals and objectives.

George Mills –
TYPES OF FUNDS (CATEGORICAL/GENERAL)
Categorical funds are essentially intended for our categorically funded programs that are established by California legislature. They provide financial support targeted for particular categories of students, special programs or special purposes (e.g., EOPS, DSPS, S. Basic needs, Cal works). Those are some of the examples of categorical programs that we have on our campus.
We also have our GENERAL FUNDS, which are essentially intended to meet all other college operations, making sure that salaries and benefits are paid marketing facilities, things like that.
Now, in terms of our categorical programs, the intention is, again, the purpose is to provide the minimum standard for targeted pro groups of students who are either disabled, disadvantaged, or have some sort of financial need. And those fundings are provided to service students without cost of the district general funds, however, oftentimes we do a little bit of moving around so that we can have some of the district funds.

For categorical funding. We provide above and beyond services for targeted population, such as our veterans resource center, housing and food insecure students for basic needs.

We get funding for foster youth through our Next Up program.

Our student services program is making the effort to do more work collaboratively, because again, while they have different sources of funding, there are certain areas where, if one program does not have funding that could meet that need the other program could step in. And while they are working together, they could support that work.

Seti Sidhata –
STEM SUPPORT PROGRAMS:
MESA/CENTER FOR SCIENCE EXCELLENCE
Seti explained the difference between the two.
For Mesa, students are not required to have no bachelor's degree in any subject, and they have to major in calculus-based span major. MESA does not support nursing students, dental assistance students, radiology, students, and so on, as students must be both first generation and receive a minimum of Balti wafer.
The center for science excellent, has its own brand and the students are required to have no bachelor's degrees in any field.
Mesa - Calculus-based span majors, Pell grant recipients with unmet needs, and the Avenue E are like the above, but they must major in engineering and computer science, intending to transfer to UC. Davis.

		STEM - Can you be same as the above, but they have 2 majors in biological science or biology, related fields, and intending to transfer to UC Davis. In terms of budget so this is just the 2023, 2024 budget, Mesa has about $613,091, and it pays for staff and student workers, supplies and others that permitted by the mesa Statewide. The Center for Science Excellence program this one. It comes from the National Science foundation scholarship in spam grant. So, this is originally a 5-year grant, however, due to Covid, we kept requesting for extension, and we are in our 8th year. Grant has 2 parts. One is the operating budget, and one is for the scholarships, and to receive the scholarships students must have PAL grant with unmet need. As a result, we still have a lot of money for the scholarship part, and unfortunately, I do not have enough Pell the students with So it looks like we will have to return the funds at the end of next year, July 30. First of next year. Actually. We have very little operating budget lab, but fortunately we have Mesa. So, our operating budget is covered by Mesa.	
IX.	Budget Development Discussion	Victoria Menzies (Chair) Shared out what funds are used for and where to find them in order to plan for budget spending and review. There will be additional meetings to talk about it.	Informational/Discussion
X.	Budget Updates Q1 Financials July 1 – Sept. 30, 2023	Victoria Menzies (Chair) Shared the quarterly financial summary. She shared the Quarterly for Quarterly report July through September thirtieth by fund (General fund, lottery, Avenue E, etc.), and what we	Informational/Discussion

	call our major activity codes. And that's normally how the district reports some of their budget information.	
XI. Adjournment	Next meeting Wednesday, February 21st, 2024, at 2:00 p.m.	Meeting adjourned