

**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 andZOOMhttps://4cd.zoom.us/j/87210471808

Meeting ID:872 1047 1808 Passcode: 653668

| **Voting Members** |
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| **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 |

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

**Present:** Victoria Menzies, Maya Jenkins, Randy Carver, Joel Nickelson-Shanks, Brian Williams, Andrew Kuo, Nick Dimitri, Evan Decker, Jason Berner, Matthew Houser

**Zoom:** Jaqueline Ore’, Juanita Boswell, Darris Crear, Robert Bagany, Von Segerberg, Sara Marcellino, Brenda Bless, Jaina Eyestone, Erica Delgado

Called to order at 2:03pm

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| **Item** | **Outcome/Decisions** | **Action Items** |
| 1. **Welcome and Introduction** |  | N/A |
| 1. **Approval of Current Agenda** | Agenda approved with six votes | Vote |
| 1. **Approval of November 2023 Minutes** | Tabled for March 2024 meeting | Vote |
| 1. **Public Comment/Announcements (2 minutes please)** | **Jaqueline Ore’**- Budget Forums – April 18th  Budget forums will happen on April 18, 2024, which is the same day as College Council, and will be held in Fireside Hall at 2 o'clock. College Council will follow right after. It is a Districtwide budget forum. Associate Vice Chancellor, Tony Wald will come and do a presentation on the state of the district. | N/A |
| 1. **Budget Timeline** | **Victoria Menzies (Chair)**– Calling a budget development task Administrators in the business office or budget office. These are tasks that we need to complete in order to submit a budget. We did receive the tentative budget from the district on February 12th.They're requesting it back to from by March 8t, so I have asked for an extension because I said that would not allow us enough time to go for a budget development process. They will give us until sometime in April to submit it.  **Jaina Eyestone**– Budget Form, Jaina gave a brief example of how the budget form/tool that is being built works. Once information is submitted through the tool, it creates a spreadsheet. Ultimately, what we're going to do is build an approval process for this since we know what areas report to what managers.  Assembled a small work group of 6 people to discuss the development of the budget form/tool to meet on March 5th. | Informational/Discussion |
| 1. **Budget Updates:** 2. **Q2 Financials Oct. 1 – Dec. 31, 2023** | Victoria Menzies (Chair)- the campus is only at 39% of the 51% law for general fund. We need to adjust where some salaries are being paid from to satisfy the 51% law. Recommendation is to move instructional faculty out of grants into the general fund. | Informational/Discussion |
| 1. **Campus Updates** | 1. DE budget was approved  2. Upcoming BT training | Informational/Discussion |
| 1. **Adjournment – meeting adjourned at 3:** | Next meeting – March 20th, 2024 at 2pm-3:30pm in SAB-211 and via Zoom. | Informational/Discussion |