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   Passcode: 653668

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, 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

Item	Outcome/Decisions	Action Items

I.	Welcome and Introduction		N/A
II.	Approval of Current Agenda	Agenda approved with six votes	Vote
III.	Approval of November 2023 Minutes	Tabled for March 2024 meeting	Vote
IV.	Public Comment/Announcements (2 minutes please)	**Jaqueline Ore'**- Budget Forums – April 11th Budget forums will happen on April 11, 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
V.	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.	Informational/Discussion

		Assembled a small work group of 6 people to discuss the development of the budget form/tool to meet on March 5th.	
VI.	**Budget Updates:** A. **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
VII.	**Campus Updates**	1. DE budget was approved 2. Upcoming BT training	Informational/Discussion
VIII.	**Adjournment – meeting adjourned at 3:**	Next meeting – March 20th, 2024 at 2pm-3:30pm in SAB-211 and via Zoom.	Informational/Discussion