

 **CONTRA COSTA COLLEGE**  
Budget Committee  
Meeting Minutes

**Date:** May 15, 2024 (every 3<sup>rd</sup> Wednesday of the Month) **Time:** 2:00 p.m. – 3:30 p.m.

**Location:** SAB-211 and ZOOM: <https://4cd.zoom.us/j/81010932530>

Meeting ID: 810 1093 2530 Passcode: 248810

**Voting Members**

**Chairperson:** Victoria Menzies

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

**Faculty:** Andrew Kuo, Randy Carver, *Alternate: Gabriela Segade*

**Classified:** Brian Williams, Von Segerberg

**Students:** 2 Vacant

**Non-Voting Members**

**Managers:** Nick Dimitri, Mayra Padilla, Sara Marcellino, Jason Berner

**Present:** Victoria Menzies, Monica Rodriguez, Matthew Houser, Kyle Alvarado, Nick Dimitri, Brian Williams, Andrew Kuo, Von Segerberg, Maya Mena, Erica Delgado

**Zoom:** Sara Marcellino, Gabriela Segade

Called to order at 2:05 p.m.

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

<b>II. Approval of Current Agenda</b>	Agenda approved.	Vote
<b>III. Public Comment/Announcements (2 minutes please)</b>	No public comment.	N/A
<b>IV. FMP Draft Review</b>	Victoria Menzies (Chair) – FMP is now at the district level. They will incorporate their changes and corrections; we are finished with it at the campus level.	Informational/Discussion
<b>V. Budget Updates:</b> <b>A. January – April 30, 2024</b> <b>B. Resource Allocation Process Update</b> <b>C. Budget Submission for 2024-2025 due date (May)</b> <b>D. Food Services – Cafeteria Budget</b>	Victoria Menzies (Chair) –  A. Gave a summary remaining budget by fund. There was a question raised about what the Scholarship was and what it is use for.  There are \$495,000 of POs on the General Fund side that needs closed out and \$1,000,000 of POs Fund 12 restricted side. B. Met with the faculty chairs and shared a copy of the presentation that I did with the Budget Committee. Will work during the summer with meeting with Classified Senate and Local One To ensure we agree. The goal is to make sure that the final draft is submitted for September review. C. We will have two ways of getting the form submitted: 1. If it's a Grant fund, we'll use the restricted budget form.	Informational/Discussion

	<p>2. If it is General Fund we will use an electric budget request form.</p> <p>D. Question was raised about what we can do to get food on campus for the students. We have Fund 52 which is cafeteria fund, we also we have a budget under general fund 11, sub fund 11, for food services. We need to develop campus budget for food services Because that is under the general fund side. As we move forward, we must understand that we're not in it for the profit, we are just in it to provide the services, so we will be looking at developing that budget.</p>	
<p><b>VI. Campus Updates</b></p>	<p>New process for hourly employees. RTPs (Request to Process) will need to be submitted every new Semester, as opposed to the full fiscal year or rolling hourlies over into the new semester/fiscal year. Job descriptions must be filled out on the form, if it is not completed the form will be returned for completion.</p>	<p>Informational/Discussion</p>
<p><b>VII. Adjournment</b></p>	<p>Next meeting will be Wednesday, September 18, 2024 at 2pm.</p>	<p>Informational/Discussion</p>

FY 2023-24 Allocated					
Fund	Budget	Actuals	Open Encumbrances	Available	
2014 Bond Construction (44)	\$ 1,326,543	743,566	\$ 619,806	\$ (36,828)	
Bookstore (51)	\$ 2,318,002	972,671	\$ -	\$ 1,345,331	
Cafeteria (52)	\$ 922,511	67,540	\$ -	\$ 854,971	
Capital Projects (41)	\$ 12,333,176	642,961	\$ 632,171	\$ 11,058,044	
Debt Services (29)	\$ 1,066,844	-	\$ -	\$ 1,066,844	
Financial Aid (74)	\$ 10,197,011	10,771,743	\$ -	\$ (574,732)	
General Fund (11)	\$ 46,917,802	33,565,893	\$ 495,370	\$ 12,856,539	
General Fund Restricted (12)	\$ 23,940,867	14,178,395	\$ 1,044,213	\$ 8,718,259	
Loan & Scholarship (75)	\$ 3,414	-	\$ -	\$ 3,414	
Self Insurance (61)	\$ 15,000	8,580	\$ -	\$ 6,420	
Student Organization (71)	\$ 164,640	81,980	\$ -	\$ 82,660	
Student Representative Fee (72)	\$ 93,987	15,797	\$ -	\$ 78,190	
<b>Grand Total</b>	<b>\$ 99,299,797</b>	<b>61,049,126</b>	<b>\$ 2,791,560</b>	<b>\$ 35,459,111</b>	

		FY 2023-24 Allocated		Open	
Account Description		Budget	Actuals	Encumbrances	Available.
<b>Fund 11 General Fund</b>		\$ 46,917,802	\$ 33,565,893	\$ 495,370	\$ 12,856,539
51 Academic Salaries		\$ 18,567,197	15,556,202	-	\$ 3,010,995
52 Classified Salaries & Other Nonacademic Salaries		\$ 7,517,068	6,408,524	-	\$ 1,108,544
53 Employee Benefits		\$ 9,939,052	8,168,014	-	\$ 1,771,038
54 Supplies and Materials		\$ 745,391	431,087	81,155	\$ 233,149
55 Operating Expenses and Services		\$ 4,160,540	2,920,714	398,505	\$ 841,321
56 Capital Outlay		\$ 1,006,974	81,352	15,710	\$ 909,912
57 Other Outgo		\$ 4,981,580	-	-	\$ 4,981,580
<b>Fund 12 General Fund (Restricted)</b>		\$ 23,940,867	\$ 14,178,395	\$ 1,044,213	\$ 8,718,259
51 Academic Salaries		\$ 3,089,703	2,096,004	-	\$ 993,699
52 Classified Salaries & Other Nonacademic Salaries		\$ 6,816,243	4,774,769	45,000	\$ 1,996,474
53 Employee Benefits		\$ 3,655,489	2,822,795	-	\$ 832,694
54 Supplies and Materials		\$ 1,603,095	417,693	98,543	\$ 1,086,859
55 Operating Expenses and Services		\$ 2,716,170	1,459,821	765,249	\$ 491,100
56 Capital Outlay		\$ 602,810	587,688	107,986	\$ (92,864)
57 Other Outgo		\$ 5,457,357	2,019,626	27,435	\$ 3,410,296