

**Budget Committee**

**Meeting Minutes**

**Date:** February 19, 2025 (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/81010932530>

**Meeting ID:**  810 1093 2530  **Passcode:** 248810

| **Voting Members** |
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| **Chairperson**: Victoria Menzies  **Managers**: Monica Rodriguez, Ashley Phillips, Joel Nickelson-Shanks  **Faculty**: Andrew Kuo, Joseph Randy Carver; *Alternate: Gabriela Segade*  **Classified**: Brian Williams, 1 Vacant  **Students**: Sanskar Rana, Frankie Concha |

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| **Non-Voting Members** |
| **Managers:** Nick Dimitri, Chao Lieu Sara Marcellino, Jason Berner |

**Present:** Victoria Menzies, Maya Jenkins, Brian Williams, Andrew Kuo, Nick Dimitri, Ashley Phillips, Sanskar Rana, Frankie Concha, Joseph Randy Carver

**Zoom:** Matthew Houser, Robert Bagany, Von Segerberg, Jaina Eyestone, Jackie Ore’

Called to order at 2:06pm

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| **Item** | **Outcome/Decisions** | **Action Items** |
| 1. **Welcome and Introduction** |  | N/A |
| 1. **Approval of December 11, 2024 Minutes** | Motioned – Brian Williams  Second – Ashley Phillips | Minutes approved by unanimous (six) vote. |
| 1. **Approval of Current Agenda** | Motioned – Brian Williams  Second – Ashley Phillips | Current agenda approved by unanimous (six) vote with amendment to current meeting date (year correction). |
| 1. **Public Comment/Announcements (2 minutes please)** | No public announcements. | N/A |
| 1. **Budget Updates:**   **A. Fiscal Year 2024-25 Expenditure Report**  **B. Flex Day Budget Request Training (1/23/2025)** | 1. FY 2024-25 Expenditures –   Shared report. There were no questions or concerns at this time.   1. Flex Day Budget Training –   Explained updates to the budget form which include an equity matrix. | Informational/Discussion |
| 1. **Budget Request Process Timeline Revised** | Dates revised to:  Final date to submit budget request – 3/10/2025  Due date for Manger approval – 3/13/2025  Executive Cabinet review – 3/17/2025  Budget Committee review – 3/19/2025  College Council review – 4/22/2025  Budget Document submitted to District Office – 4/23/2025  VP Menzies offered to schedule time for office hours for those who need budget assistance. | Informational/Discussion |
| 1. **Resource Allocation Process:** 2. **Update Outcome of FY 2024-2025 Allocation** 3. **Review Ranking Prioritization for Fund 12** 4. **Revised Budget Scoring Rubric** 5. **Budget Rankin Instructions to Committee** | 1. FY 2024-25 Outcome update –   Explained process and justification of what was approved, how much, what round (first, second, third) it was approved for, and what funds should pay for the request.   1. Fund 12 Ranking Prioritization –   Student Success would like to take a year to learn the grants before actively processing grant budget requests through their committee. Budget committee will rank grant budget requests until then.   1. Revised Budget Scoring Rubric –   Discussed and voted on current ranking values and what metrics should be weighted higher.   * Required – 0.6 * Critical to Operations – 0.4 * Equity – 0.3 * Instructional – 0.1   Committee decided to make all categories mandatory to ensure thorough submissions and discussed the importance of equity metrics in their grant applications and the need to prioritize critical operations over other items.  Motioned – Brian Williams  Second – Ashley Phillips   1. Budget Ranking Instructions –   Explained ranking instructions for committee members. A new line (#9) will be added that any additional changes will be sent (submitted) with adopted budget. Will review instructions in next meeting. | * Ranking approved with 5 yay votes, 1 nay |
| 1. **Campus Updates** | Hold updates until next meeting. | Work with Larry Womack to develop budget committee webpage. |
| 1. **Adjournment –**   **Meeting adjourned at 3: p.m.** | Next meeting – March 19, 2025, at 2pm-3:30pm in SAB-211 and via Zoom. | N/A |