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

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

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

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

II.	Approval of December 11, 2024 Minutes	Motioned – Brian Williams Second – Ashley Phillips	Minutes approved by unanimous (six) vote.
III.	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).
IV.	Public Comment/Announcements (2 minutes please)	No public announcements.	N/A
B. Fl	Budget Updates: scal Year 2024-25 Expenditure Report ex Day Budget Request Training 3/2025)	 A. FY 2024-25 Expenditures – Shared report. There were no questions or concerns at this time. B. Flex Day Budget Training – Explained updates to the budget form which include an equity matrix. 	Informational/Discussion
VI.	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
VII.	Resource Allocation Process: A. Update Outcome of FY 2024-2025 Allocation	A. 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.	Ranking approved with 5 yay votes, 1 nay

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	B. Review Ranking Prioritization		
	for Fund 12	B. Fund 12 Ranking Prioritization –	
	C. Revised Budget Scoring Rubric	Student Success would like to take a year to learn the	
	D. Budget Rankin Instructions to	grants before actively processing grant budget	
	Committee	requests through their committee. Budget committee	
		will rank grant budget requests until then.	
		C. 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	
		D. 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.	
		3.	
VIII.	Campus Updates	Hold updates until next meeting.	Work with Larry Womack to
			develop budget committee
			webpage.
IX.	Adjournment -	Next meeting – March 19, 2025, at 2pm-3:30pm in	N/A
	Meeting adjourned at 3: p.m.	SAB-211 and via Zoom.	

Found and Anatoday	FY 2024-25	A	Open	
Fund and Activity	Adopted Budget	Actuals Todate	Encumbrances	Remaining Balance
11 General Fund - Unrestricted 51 Academic Salaries	36,873,676	15,508,152	894,983	20,470,541
52 Classified Salaries	18,465,288	9,613,183	-	8,852,105
	7,932,994	3,904,106	167.014	4,028,888
54 Supplies and Materials	408,029	216,766	167,014	24,248
55 Other Operating Expenses	4,418,787	1,601,171	718,375	2,099,241
56 Capital Outlay	1,024,282	172,926	9,594	841,763
57 Other Outgo	4,624,296		704 026	4,624,296
12 General Fund - Restricted	18,476,810	5,272,701	791,836	12,412,274
51 Academic Salaries	2,777,951	1,281,324	-	1,496,627
52 Classified Salaries	7,000,924	2,639,630	-	4,361,294
54 Supplies and Materials	2,446,597	474,119	100,918	1,871,560
55 Other Operating Expenses	2,391,658	354,157	555,671	1,481,830
56 Capital Outlay	539,449	40,827	78,679	419,943
57 Other Outgo	3,320,231	482,645	56,567	2,781,019
29 Debt Service Fund	1,066,844	-	-	1,066,844
57 Other Outgo	1,066,844	-	-	1,066,844
41 Capital Projects Fund	13,293,918	361,509	1,109,678	11,822,731
55 Other Operating Expenses	-	-	-	-
56 Capital Outlay	5,203,059	361,509	1,109,678	3,731,872
57 Other Outgo	8,090,859	-	-	8,090,859
44 2014 Bond Construction Fund	76,547	13,580	4,397	58,570
56 Capital Outlay	76,547	13,580	4,397	58,570
51 Bookstore Fund	1,961,616	448,695	7,994	1,504,926
52 Classified Salaries	285,061	139,604	-	145,457
54 Supplies and Materials	2,600	1,006	-	1,594
55 Other Operating Expenses	61,700	32,687	-	29,013
56 Capital Outlay	8,900	1,031	7,994	(125)
57 Other Outgo	1,603,355	274,368	-	1,328,987
52 Cafeteria Fund	989,505	42,793	-	946,712
52 Classified Salaries	24,907	11,998	-	12,909
54 Supplies and Materials	20,000	10,049	-	9,951
55 Other Operating Expenses	5,050	2,138	-	2,912
57 Other Outgo	939,548	18,609	-	920,939
61 Self Insurance Fund	15,000	-	-	15,000
55 Other Operating Expenses	15,000	-	-	15,000
71 Student Organization Fund	131,251	62,765	-	68,486
54 Supplies and Materials	15,000	62,765	-	(47,765)
57 Other Outgo	116,251	-	-	116,251
72 Student Representation Fee	109,784	10,347	-	99,437
54 Supplies and Materials	8,051	-	-	8,051
55 Other Operating Expenses	12,000	10,347	-	1,653
57 Other Outgo	89,733	-	-	89,733
74 Financial Aid Fund	11,404,471	35,791	-	11,368,680
57 Other Outgo	11,404,471	35,791	-	11,368,680
75 Loan & Scholarship Fund	3,415	42	-	3,373
55 Other Operating Expenses	40	42	-	(2)
57 Other Outgo	3,375	-	-	3,375
Grand Total	\$ 84,402,837	\$ 21,756,376	\$ 2,808,888	\$ 59,837,574