CONTRA COSTA COLLEGE
Budget Committee
Meeting Minutes

Date: April 16, 2025 (every 3nd Wednesday of the Month) **Time:** 1:30 p.m. – 4:30 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; *Alternate:* Matthew Houser **Students**: Sanskar Rana, Frankie Concha

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

Present: Ashley Phillips, Monica Rodriguez, Andrew Kuo, Gabriela Segade, Brian Williams, Matthew Houser, Sanskar Rana, Frankie Concha, Kyle Alvarado, Maya Jenkins

Zoom: Joseph "Randy" Carver, Kerry Sciacqua, Erica Delgado, Christian Benitez, Laura Lozano, Robert Bagany, Patricia Herrera, Vanessa Mercado, Larry Womack, Von Segerberg, Nick Dimitri

Called to order at 1:38pm

Item	Outcome/Decisions	Action Items

I.	**Welcome and Introduction**	Ashley Phillips acted as Chair for this meeting due to Victoria Menzies being out of office.	N/A
II.	**Approval of March 19, 2025 Minutes**	Motioned – Monica Rodriguez Second – Gabriela Segade Minutes approved by 7 yay votes, 0 nay.	Vote
III.	**Approval of Current Agenda**	Motioned – Matthew Houser Second – Gabriela Segade Agenda approved by 7 yay votes, 0 nay.	Vote
IV.	**Public Comment/Announcements (2 minutes please)**	Monica proposed that the committee revisit the resource allocation timeline.	N/A
V.	**Resource Allocation Process:** **Ranking/Approval of FY25-26 Budget Requests**	The meeting covered budget planning and review processes, including ranking criteria, software purchases, and travel expenses. Discussions focused on standardizing procedures, improving transparency, and making difficult funding decisions due to budget constraints. The committee agreed to refine the process for future years and present recommendations to leadership for approval. The committee discussed the completion of rankings and the need for more detailed descriptions in the comments section. They also addressed the issue of duplicate entries and the need for clarification on grant requirements. suggested that the requesters provide more information about the grants, such as the grant information or a brief description of why the money is being requested. The committee discussed the process of software purchases and the need for standardization. They also	1. Victoria to clean up the budget data and prepare a report of approved (yes) and not approved (no) items. 2. Victoria to send the clean budget report to Kimberly and the executive team for review. 3. Maya to notify requesters about the decisions made on their budget requests. 4. Larry to present data on the effectiveness of marketing campaigns, particularly TV and movie theater ads. 5. Budget Committee members to bring recommendations for process improvements to the May meeting.

	addressed the issue of people making software purchases on their credit cards, which is against district policy. The team agreed to centralize the software purchase process through the IT department. They also discussed the need to track software subscriptions. The committee decided to use an average ranking system, where items with an average score of 1.5 or less will be recommended. They agreed that if the average score is less than or equal to 1.5, it should be recommended. However, they had a disagreement on whether a score of 1.5 should be considered a yes or no. After some discussion, they decided to prioritize projects with mostly ones and let the ones with an even split decide as a yes. They also discussed the importance of knowing the budget before the fiscal year starts. Victoria plans to have Jaina create a formula based on this average to automatically generate recommendations for the entire document. Lastly, the committee discussed the budget process, emphasizing the need for clear communication and transparency. She highlighted the importance of understanding the approved budget before spending, and suggested that the committee should review and improve the process for the next year. The committee agreed to clean up the data and present it to the VP, with the next steps being the May meeting where they will discuss recommendations for improvements.	6. Victoria to work on centralizing IT purchases under the IT department. 7. Larry to centralize marketing and promotional item purchases under his department. 8. Budget Committee to consider adding metrics for lottery fund allocation in next year's budget process. 9. Victoria to push eligible expenses to lottery funds where possible. 10. Victoria to prepare a summary of tentative budget results to share with department heads, noting that it may change with the adopted budget.
VI.	**Adjournment –** **Meeting adjourned at 4:34pm**	Next meeting – May 21, 2025, at 1:30pm-4:30pm in SAB-211 and via Zoom.	N/A