



CONTRA COSTA COLLEGE
 Budget Committee
 Meeting Minutes

Date: April 15, 2026 (every 3rd Wednesday of the Month) **Time:** 2:00 p.m. – 4:00 p.m.
Location: SAB-211 and **ZOOM:** <https://4cd.zoom.us/j/86036108244>
Meeting ID: 860 3610 8244 **Passcode:** FMPWEB

Voting Members

Chairperson: Victoria Menzies
Managers: Ashley Phillips, Kyle Alvarado, *Alternate: Monica Rodriguez, Joel Nickelson-Shanks*
Faculty: Andrew Kuo, Gabriela Segade; *Alternate: Joseph Carver*
Classified: Brian Williams, Adam Del Castillo, *Alternate: Erica Delgado, Matthew Houser*
Students: Steve Sandoval, Stacy Lopez-Rhoton, *Alternate: Angelina Thomas*

Non-Voting Members

Managers: Nick Dimitri, Chao Liu, Jason Berner

Present: Ashley Phillips, Kyle Alvarado, Andrew Kuo, Brian Williams, Joseph Randy Carver, Adam Del Castillo, Maya Jenkins

Zoom: Erica Delgado

Item	Outcome/Decisions	Action Items
I. Call to Order	Called to order at 2:02 p.m.	No action required
II. Welcome and Introduction	Ashley Phillips Chaired the meeting due to Victoria Menzies absence.	No action required.

<p>III. Public Comment/Announcements (2 minutes each)</p>	<p>No public comment/announcement.</p>	<p>No action required.</p>
<p>Consent Agenda - Action Item</p>		
<p>IV. Adoption of Current Agenda</p>	<p>Agenda approved. 5 yay votes, 0 nay votes, 0 abstain. (there were only 5 voting members present during this vote)</p> <p>Motioned: Brian Williams Second: Kyle Alvarado</p> <p><u>Yay votes:</u> Ashley Phillips, Kyle Alvarado, Brian Williams, Joseph Randy Carver, Adam Del Castillo</p>	<p>No action required.</p>
<p>V. Approval of March 4, March 18, and April 2, 2026 Minutes</p>	<p>March 4, 2026 minutes approved. 6 yay votes, 0 nay votes, 0 abstain.</p> <p>Motioned: Brian Williams Second: Adam Del Castillo</p> <p><u>Yay votes:</u> Ashley Phillips, Kyle Alvarado, Brian Williams, Joseph Randy Carver, Adam Del Castillo, Andrew Kuo</p> <p>March 18, 2026 minutes approved. 5 yay votes, 0 nay votes, 1 abstain vote.</p> <p><u>Yay votes:</u> Ashley Phillips, Kyle Alvarado, Brian Williams, Joseph Randy Carver, Adam Del Castillo, <u>Abstain:</u> Andrew Kuo</p>	<p>No action required.</p>

	<p>April 2, 2026 minutes approved with addition to attach budget request document. 5 yay votes, 0 nay votes, 1 abstain vote.</p> <p><u>Yay votes:</u> Ashley Phillips, Kyle Alvarado, Brian Williams, Joseph Randy Carver, Adam Del Castillo,</p> <p><u>Abstain:</u> Andrew Kuo</p>	
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Discussion/ Information Item		
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<p>VI. Resource Allocation Process: Budget Request Prioritization and Ranking Sheet Suggestion and Feedback</p>	<p>he committee conducted a debrief discussion regarding improvements to the budget review and resource allocation process. Key discussion points included:</p> <ul style="list-style-type: none"> • Simplifying the evaluation sheet by removing hidden information that may confuse reviewers. • Creating a separate document to display approved requests that fall outside the committee’s scope. • Improving visibility of essential information by ensuring all key details are accessible on a single screen. • Developing a more effective ranking system to prevent essential items from being overlooked. • Reviewing a revised budget request form being developed to improve the submission and review process. <p>Additional discussion topics included:</p> <ul style="list-style-type: none"> • Implementing a draft-and-submit process allowing managers to save incomplete submissions before finalizing requests. 	<p>Committee (or designated member): Review the new/updated budget request form in the fall (September meeting suggested) to consider adding/removing questions and ensure alignment with SCIF and program review.</p> <p>Committee: Send formal feedback/request to Planning Committee to add a college goal related to continuing to offer quality educational programs, for the purpose of tying budget requests to this goal.</p> <p>Committee: Add to a future agenda (e.g., September meeting) an item to discuss and potentially implement a more</p>
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- Reviewing the budget request form during the fall semester to ensure alignment with strategic goals, SCIP metrics, and program review processes.
- Addressing workload distribution concerns related to funding decisions and identifying opportunities for the committee to provide greater support.
- Increasing Budget Committee involvement in grant funding discussions and recommendations.
- Adding a feature to the request form allowing submitters to indicate eligibility for special funding sources, even if the specific funding source is unknown.
- Including deliverables and supporting metrics, such as enrollment data, within budget requests to improve decision-making.
- Considering implementation of a more detailed priority ranking system using a 1–5 scale.
- Establishing clearer connections between budget requests, program review goals, and institutional priorities.
- Recommending that the Planning Committee consider adding a college goal focused on maintaining high-quality educational services and programs.
- Discussing a special meeting with President Kimberly to identify ways the Budget Committee can better support institutional budget development and decision-making.
- Planning to use the first meeting of the fall semester as a recap and committee orientation

granular ranking system (e.g., 1-5 scale) for budget requests.

Schedule a special meeting with Kimberly (President) between now and September to discuss how the Budget Committee can better support the budget development process and what information/products would be most useful to decision-makers.

	session, including review of committee charges and operating procedures.	
VII. Adjournment - Meeting adjourned at 2:55 p.m.	Next meeting - September 16, 2026 at 2:00 p.m. - 4:00 p.m. in SAB-211 and via Zoom.	