

 **CONTRA COSTA COLLEGE**
Budget Committee
Meeting Minutes

Date: March 18, 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: Victoria Menzies, Ashley Phillips, Joseph Randy Carver, Kenneth Vong, Joel Nickelson-Shanks, Kyle Alvarado, Brian Williams, Nick Dimitri, Maya Jenkins

Zoom: Bashir Shaw, Kelsie Johnson, Sherry Sharufa, Romace Reese, Matthew Houser, Robert Bagany, Erica Delgado, Elvia Ornelas-Garcia

Item	Outcome/Decisions	Action Items
I. Call to Order	Called to order at 2:03 p.m.	No action required

II. Welcome and Introduction		No action required.
III. Public Comment/Announcements (2 minutes each)	No public comment/announcement.	No action required.
Consent Agenda - Action Item		
IV. Adoption of Current Agenda	<p>Agenda approved. 7 yay votes, 0 nay votes, 0 abstain.</p> <p>Motioned: Kyle Alvarado Second: Kenneth Vong</p> <p><u>Yay votes:</u> Ashley Phillips, Kyle Alvarado, Joseph Randy Carver, Brian Williams, Kenneth Vong, Victoria Menzies, Joel Nickelson-Shanks</p>	No action required.
V. Approval of February 18, 2026 Minutes	<p>February 18, 2026 minutes approved with an amendment to remove Gabriela Segade as the faculty representative and replace her with Randy Carver. 7 yay votes, 0 nay votes, 0 abstain.</p> <p>Motioned: Joseph Carver Second: Kenneth Vong</p> <p><u>Yay votes:</u> Ashley Phillips, Kyle Alvarado, Joseph Randy Carver, Brian Williams, Kenneth Vong, Victoria Menzies, Joel Nickelson-Shanks</p>	No action required.
Discussion/ Information Item		
VI. Review Campuswide Budget Categories	<p>Budget Structure & Transparency</p> <ul style="list-style-type: none"> Victoria led a discussion on the budget process, explaining how the budget is structured and the 	Working group (Randy, Brian, Kyle, Matthew): Investigate and conduct a preliminary position

	<p>various categories and calculations involved, including faculty counts, FTEs, salaries, and benefits.</p> <ul style="list-style-type: none"> • Clarified that line counts may include split positions and are not equivalent to actual body counts. • Discussed the transfer of funds to cover deficits and emphasized the importance of transparency in the budget process. <p>Data & Position Analysis</p> <ul style="list-style-type: none"> • Identified gaps in: <ul style="list-style-type: none"> ○ Grant tracking ○ Position control data • Working group formed: <ul style="list-style-type: none"> ○ Randy, Brian, Kyle, Matthew • Goal: <p>Conduct position analysis and report back next meeting</p>	<p>analysis for the college and bring back a proposal to the next meeting</p>
<p>VII. Educational Program Planning: Productivity Information</p>	<p>Educational Program Productivity & SCFF</p> <ul style="list-style-type: none"> • Demonstration of Tableau data (enrollment, completion, productivity) • Key takeaway: <ul style="list-style-type: none"> ○ Programs need ~15.5 productivity rate to break even • Focus on: <ul style="list-style-type: none"> ○ Optimizing schedules for revenue ○ Aligning with Student-Centered Funding Formula (SCFF) • Suggestion to invite Dr. Z for deeper SCFF interpretation 	<p>Victoria: Invite Dr. Z for SCFF Data Interpretation</p>
<p>VIII. Budget Update</p>	<p>Budget Update</p> <ul style="list-style-type: none"> • Current budget: \$5M 	<p>No action required.</p>

	<ul style="list-style-type: none"> • Goal: \$400K surplus this year • Cost-saving actions: <ul style="list-style-type: none"> ○ Using leave bank funds ○ Deferring facilities expenses ○ Reducing equipment purchases 	
Consent Action Item		
<p>IX. Strategic Enrollment Data Request</p>	<p>The meeting focused on establishing a formal structure for the Strategic Enrollment Management (SEM) Committee to better support budget development.</p> <p>Strategic Planning & Enrollment</p> <ul style="list-style-type: none"> • Need for campus-wide strategy to: <ul style="list-style-type: none"> ○ Improve enrollment ○ Allocate resources effectively • Proposal to: <ul style="list-style-type: none"> ○ Analyze which roles directly support student success ○ Shift funding from grants → general fund where appropriate <p>Victoria proposed two motions: first, requesting data from the SEM Committee to inform budget planning, and second, recommending to College Council that the SEM Committee be formally established as a shared governance committee with specific budget-related responsibilities.</p> <p>Committee recommendation to for College Council to establish Strategic Enrollment Committee as a shared governance committee, and charge them with participating in budget process, was voted on and approved: 7 yay votes, 0 nay votes, 0 abstain.</p>	<p>Committee: Request that Planning Committee address the role and accountability of the Strategic Enrollment Management Committee</p> <p>Committee: Request that College Council formally establish the Strategic Enrollment Management Committee as a shared governance committee charged with providing enrollment and productivity data to the Budget Committee</p>

	<p>Motioned: Brian Williams Second: Kenneth Vong</p> <p><u>Yay votes:</u> Ashley Phillips, Kyle Alvarado, Joseph Randy Carver, Brian Williams, Kenneth Vong, Victoria Menzies, Joel Nickelson-Shanks</p>	
<p>X. Resource Allocation Process SCFF Framework Ranking</p>	<p>Resource Allocation / SCFF</p> <ul style="list-style-type: none"> • SCFF-based matrix tabled due to time constraints • Future plans: <ul style="list-style-type: none"> ○ Integrate SCFF into resource prioritization ○ Review approval criteria 	<p>Victoria: Share the additional pages of the SCFF revenue calculator document with the committee</p> <p>Committee: Review and potentially update resource approval criteria to incorporate SCFF funding categories for future budget cycles (noted as future action)</p>
<p>XI. Budget Request Prioritization and Ranking</p>	<p>Tabled for special meeting on April 2, 2026.</p> <p>Vote for Special Meeting passed with 7 yay votes.</p> <p>Motioned: Brian Williams Second: Joseph Carver</p> <p><u>Yay votes:</u> Ashley Phillips, Kyle Alvarado, Joseph Randy Carver, Brian Williams, Kenneth Vong, Victoria Menzies, Joel Nickelson-Shanks</p>	<p>Victoria: Send out budget/resource request information to committee members by Friday for review ahead of the special meeting</p>

XII. Adjournment - Meeting adjourned at 3:58 p.m.	Next meeting - April 2, 2026 at 1:00 p.m. - 3:00 p.m. in GE-305 and via Zoom.	
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