

## **Meeting Minutes**

Date: September 17, 2025 (every 3<sup>nd</sup> 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: Monica Rodriguez, Ashley Phillips, Joel Nickelson-Shanks, Kyle Alvarado

Faculty: Andrew Kuo, Gabriela Segade; Alternate: Joseph Carver

Classified: Brian Williams, Adam Del Castillo, Erica Delgado, Alternate: Matthew Houser

**Students**: Steve Sandoval, Angelina Thomas, Stacy Lopez-Rhoton

## **Non-Voting Members**

Managers: Nick Dimitri, Chao Liu, Sara Marcellino, Jason Berner

Present: Victoria Menzies, Kyle Alvarado, Gabriela Segade, Andrew Kuo, Monica Rodriguez, Nick Dimitri, Maya Jenkins, Brian Williams,

Steve Sandoval, Adam Del Castillo

Zoom: Jackie Ore', Kelsie Johnson, Erica Delgado, Stacy Lopez-Rhoton, Joel Nickelson-Shanks

Called to order at 2:07 p.m.

Item	Outcome/Decisions	Action Items	
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I.	Welcome and Introduction		No action required.
II.	Public Comment/Announcements (2 minutes each)	No public comment/announcement.	No action required.
Consent	t Agenda – Action Item		
III.	Approval of Current Agenda	Agenda approved. 7 yay votes, 0 nay votes.	Motioned: Brian Williams Second: Gabriela Segade  Yay votes: Brian Williams, Monica Rodriguez, Steve Sandoval, Kyle Alvarado, Adam Del Castillo,
IV.	Approval of April 16, 2025 and May 21, 2025 Minutes	April 16, 2025 and May 21, 2025 minutes approved.  7 yay votes, 0 nay votes.	Gabriela Segade, Andrew Kuo  April Minutes: Motioned: Gabriela Segade Second: Kyle Alvarado  May Minutes: Motioned: Brian Williams Second: Kyle Alvarado  Yay votes: Brian Williams, Monica Rodriguez, Steve Sandoval, Kyle Alvarado, Adam Del Castillo, Gabriela Segade, Andrew Kuo
	Committee Orientation: Review Committee Charge Brown Act Overview	<ul> <li>Membership/Bylaws:</li> <li>Confirmed 8 voting members (2 from each group: managers, faculty, classified, students) with alternates for each constituency.</li> </ul>	Motioned: Brian Williams Second: Gabriela Segade  Yay votes: Brian Williams, Monica Rodriguez, Steve Sandoval, Kyle

	<ul> <li>Meeting Times &amp; Purpose: Adjustments needed to reflect current responsibilities and updated operating procedures (handbook outdated). meeting times from 2-4 PM and revising the committee's purpose section to reflect current responsibilities beyond what was documented in the handbook.</li> <li>Budget Committee Charge &amp; Responsibilities:         <ul> <li>Expand scope to serve as the central budget hub (not just general funds). Strike through "for the operating budget" on charge #1.</li> <li>Review all budget categories quarterly.</li> <li>Take on grant review responsibilities (previously handled by Grant Committee). Ensure institutional support is considered before submission.</li> <li>Add "after review by Strategic Enrollment Committee" to #7 in the committee charge.</li> <li>Drop charge #8.</li> </ul> </li> <li>Updated Committee Changes approved with 7 yay votes, 0 nay votes. (See action item column).</li> </ul>	<ul> <li>Alvarado, Adam Del Castillo, Gabriela Segade, Andrew Kuo</li> <li>Update bylaws and clarify membership/voting requirements.</li> <li>Revise committee charge to reflect grant review and expanded oversight role.</li> </ul>
Discussion/Information Item		
VI. Brown Act Overview	Brown Act Compliance: Reviewed posting requirements, public access, and new remote participation rules. Need updated training.	No action required.
VII. Resource Allocation Process: Include Ranking for Fund 12, Adjunct Budget, Release Time/OAS Final Ranking	<ul> <li>Include Fund 12, adjunct budget, and release time/OAS ranking.</li> </ul>	The committee also decided to modify their responsibilities to include reviewing all budget

Concent	Agenda – Action Item		information as a central hub, rather than just general funds, and to receive quarterly reports on all budgets rather than just operating budgets during committee charge vote.
VIII.	Recommendation for FY2025-26 Budget to College Council	<ul> <li>FY25-26 budget recommendations must still go to College Council as informational items despite deadline challenges.</li> </ul>	Motioned: Brian Williams Second: Gabriela Segade Yay votes:
		FY25-26 approved for recommendation to College Council with 7 yay votes, no nay votes.	Brian Williams, Monica Rodriguez, Steve Sandoval, Kyle Alvarado, Adam Del Castillo, Gabriela Segade, Andrew Kuo
IX.	Budget Request Processing Timeline Revision	<ul> <li>Budget Request Timeline (Revised):</li> <li>Portal opens October 31, 2025.</li> <li>Final portal close Jan. 31, 2026.</li> <li>Committee Reviews: <ul> <li>First review: Feb. 18, 2026</li> <li>Special review: Mar. 4, 2026</li> <li>Final ranking: Mar. 18, 2026</li> </ul> </li> <li>Recommendation for April College Council meeting will be made after final ranking.</li> </ul>	Motioned: Brian Williams Second: Andrew Kuo  Yay votes: Brian Williams, Monica Rodriguez, Steve Sandoval, Kyle Alvarado, Adam Del Castillo, Gabriela Segade, Andrew Kuo
Discussion	on/ Information Item		
X.	Historical Overview of CCC Budget	Tabled due to lack of time.	Tabled

XI.	Budget Update: CCC FY2025-26 Adopted Budget	Tabled due to lack of time.	Tabled.
XII.	Adjournment – Meeting adjourned at 4:01 p.m.	Next meeting – October 15, 2025, 2:00 p.m. – 4:00 p.m. in SAB-211 and via Zoom.	