

BUDGET COMMITTEE APPROVED MINUTES
Friday, May 1, 2020 | Via Zoom | 9:00 am – 11:00 am

Members: Todd Hampton, John Hanecak, Lisa Brager, Laura Burns, Mohamed Eisa, Catherine Franco, Katherine Friedman, Teresa Towers, Kenyetta Tribble, Shawn Mansu Kim, Rafael Grande

Ex Officio Member: Daniela Ballif

Present: Todd Hampton, John Hanecak, Lisa Brager, Laura Burns, Catherine Franco, Katherine Friedman, Rafael Grande, Daniela Ballif, Kenyetta Tribble

Guests: Lindsay Kong, Florence Espiritu, Beth Arman

	TOPIC/ACTIVITY	PRESENTER	DESIRED OUTCOME	NOTES
1	Introductions	Todd/John		BC Members & Guests introduced themselves to the group
2	Public Comment	Todd/John		None
3	Announcements	Todd/John		None
4	May 1st Agenda Review	All	Approval	Motion to Approve – C. Franco Second – L. Brager MSC
5	Unapproved Minutes from April 24, 2020	All	Approval	Motion to Approve – C. Franco Second – K. Franco MSC with one correction
6	Program Review Committee Rankings	All	Discussion/Information/ Action to be Taken	J. Hanecak provided summary spreadsheet of PR Rankings for discussion <ul style="list-style-type: none"> • L. Kong clarified ranking categories E8. Supplies = less than \$1K; E1.Equipment = greater than \$1K • Recommended Program Review Committee reconsider Prof Dev as a separate category within the PR Rankings • There was discussion among the Budget Committee (BC) members, and the PR Co-Chairs, that when available funding allowed for only a portion of a band to be funded (e.g. half of the Band “A” priorities), that the Budget Committee would fund the first priorities of the each category and, if dollars allowed, fund the second priorities of each category, and so on, until the dollars were exhausted part way through that band. Another alternative was for the PRC to prioritize the various categories into a single,

				<p>prioritized list, with the bands remaining within that list, before sending their recommendations to the BC.</p> <ul style="list-style-type: none"> • T. Hampton - second half of \$3.3 Million CARES funding no longer able to be used for unrestricted expenses as originally expected. • Recommend no GF monies be allocated to fund PR rankings at this time & delay final decision to Sept to revisit & make final recommendation • Motion made to continue agenda item #6, regarding BC's recommendation to fund PR Rankings, to our September 25th meeting for continued discussion pending release of final State budget Motion to Approve – C. Franco Second – L. Burns MSC
7	New Business	All		None
8	Move to Adjourn	Todd/John	Approval	<ul style="list-style-type: none"> • Meeting Adjourned at 1:07 pm

Future meetings: Spring 2020 BC meetings will be held in the Business Services Conference Room - AB 108 from 10 – 12 pm on the following dates: ~~March 27~~, April 10 & 24, May 8 & 22. The March 13th & 27th meetings were cancelled due to the Shelter-at-Home order.

Other Agenda Items for Future Consideration:

- Routine topics such as budget projections - state, district local
- Review accreditation fiscal standard and verify processes are being actively followed as written in report
- Review budget allocation timelines and processes –
- Review district budget allocation formula, develop list of questions
- Establish direct impact of FTES growth on college funding
- Invite Jonah to discuss budget allocation formula and address questions – Todd emailed 2/24 – awaiting dates from Jonah – **After budget forum**
- Consider ways to remove routine operational request from program review
- Consider tying growth in operational funds to growth in program(s) i.e. FTES; headcount; square footage
- Review equipment replacement process (apparently there is a college account)
- Consider revising equipment replacement process (vs new)
- Review IT plan and funding needs
- Review material fee income in conjunction with Offices of Instruction and Student Services
- Review FMAT fiscal health and risk analysis and identify any weaknesses.