**Porterville College**

**Budget Committee Minutes**

**September 4, 2020**

**8:30-10:00 AM**

<https://cccconfer.zoom.us/rec/share/HkxyVdfvkGSgS6ZbCB_tiVhhbv73BWMP0FA6oDBzw9igx-efvqJCecj4u1avn6L7.FC5YQt6dDHwxxLC5>

**Present:** Primavera Arvizu, Joseph Cascio, Jodie Logan, Theodore “Diran” Lyons,

Michelle Miller-Galaz, Jay Navarrette, Annette Nix, Jennie Porreco, Miguel Ruelas, Thad Russell, Joel Wiens (co-chair), Arlitha Williams-Harmon (chair), Erin Wingfield

**Absent:** Vern Butler, Matthew Flummer, ASPC Representative

**Guest:** Dr. Habib

1. **Call to Order –** 8:32 am
2. **Approval of Agenda**

Motion was made to approve the agenda adding Professional Development:

M/S/C: Thad Russell/Jodie Logan

1. **Approval of Minutes**

Motion was made to approve the following minutes: :

**April 28, 2020**

M/S/C: Primavera Arvizu/Jay Navarrette

1. **Budget Calendar Review**

**August/September:**

* Flex Day presentation was held on 8/20/2020 via Zoom
* Faculty Chair election was held in April 2020 due to co-chair retirement
* Orientation Packet will be sent to all Budget Committee members and Dr. Habib.
* Budget development process will begin in October 2020 for FY 20-21 (usually September)

1. **Professional Development** (form screen shared)

Discussion with Strategic Planning Committee on how to create a centralized approach using a form to request Professional Development funds. Right now, faculty are having to search different departments and programs to request funds. If centralized, we would be able to track goals and outcomes of professional development opportunities and tie it somehow to the program review and maybe budget updates. This will take time but it’s a start. Add Professional Development to 9/18/20 Budget Committee agenda.

1. **Revised District Budget Calendar** (Power Point screen share)

For FY 20-2021, the district has pushed the budget to be completed in October instead of September so we will have to change PC Budget Calendar for this year. For FY21-2022, we may overlap a little in September.

1. **Core of the Core Administrative Services Update** (Power Point screen share)

In the Administrative Services Program Review some things have changed:

* KCCD Budget software form Excel spreadsheets to a true budgeting system.
* We need to revise our planning processes as discussed earlier in Professional Development in terms of how we are allocating funds and how we are making sure that we are student centric

Areas for improvement:

* Budget planning, development & review
* Strategic Planning, resource allocation & fiscal sustainability
* Provide diverse quality food and beverages & convenience options on campus. Looking at alternative options with Barnes & Nobel.

Staff and Funding: Looking at a Budget Analyst to assist all campuses

Funding: Reconfigure PC Business Office entrance and counter for ADA Compliance

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1. **Governor’s Budget Update**

For FY 20-2021, there is a hold harmless clause if our FTES decline, that we will be funded at the level pre-Covid.

Substantial deferrals are in the works. If the State owes us money for apportionment they may say we will get an IOU and pay at a later time. We will operate as normal to support our students because of college and District reserves.

Categorical Fund Update:

* Strong workforce was not cut significantly
* Student Equity and SSSP had no monetary reductions
* Food Pantry didn’t receive additional funds yet but the dollars from last year were stretched and we received donations from the food bank and other organizations in town
* Small changes to the Student Completion Grants, CA Promise Program and the Dreamer Resources.
* We were unable to spend some categorical funds at the end of last fiscal year. We were allowed to carryover those funds into this year because of the crisis.

1. **Fiscal Year 21-22 Budget Planning**

* Strategic Planning is looking at revising the program review forms for next year. One of the main goals is to work on the Strategic Plan and incorporate the changes in the programs review update form and the budgeting form.
* Ellucian will no longer support our current budgeting software. We are looking at a new vendor and hope to have it approved by Christmas.
* The District-Wide Budget Committee is going to start to meet again. Chancellor Burk did fund for the consultant, Cambridge West, to continue to work with us to get resolution on our budget allocation model.

1. **Other**

* Suggestion Box (ongoing)

No new messages. We need to bring awareness to the suggestion box to our students and the community.

1. **Future Agenda Items**

~~Student Travel & Meals – Revisit Policy (Joe/Maribel 10/18/19 agenda)~~ removed on 9/4/20

* 1. Revise Budget Calendar (on going)
  2. Non CCCCO Grants
  3. Grant Review Process
  4. Professional Development (Primavera 9/18/29

1. **Adjourned:** 9:31 am

**Next Meeting: September 18, 2020** (this will be a working meeting and not a reporting meeting)