**Porterville College**

**Budget Committee Minutes**

**September 18, 2020**

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

<https://cccconfer.zoom.us/j/98496087225?pwd=a3JVd0FyOU1oRW80ZVJyM1dMU24wdz09>

**Present:** Primavera Arvizu, Vern Butler, Joseph Cascio, Matthew Flummer, Jodie Logan, Theodore “Diran” Lyons,

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

**Absent:** Jennie Porreco, Erin Wingfield, ASPC Representative

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

Motion was made to approve the agenda:

M/S/C: Primavera Arvizu/Matthew Flummer

1. **Approval of Minutes**

Motion was made to approve the following minutes: :

**September 4, 2020**

M/S/C: Joseph Cascio/Primavera Arvizu

1. **Budget Calendar Review**

**September:** On schedule

* Working on budget process with Chancellor
* We will not have a formal open forum, instead Dr. Habib will have a virtual meet and greet.
* We will look at Program Reviews a little today
* AURs have not started
* Reviewed committee charge at last meeting
* Added Professional Development to Budget Calendar in January

1. **Non CCCCO Grants**

The Grant Committee met yesterday (9/17/20) and reviewed categorical grants from the Chancellor’s Office and those that are non-categorical grants. Grants can be found on the Grant Committee page under Resources at: <https://committees.kccd.edu/committee/grant-oversight-committee>

1. **Grant Review Process**

The Grant Committee also reviewed administrative procedures and forms from Board Policies. The process starts with a Grant Notification of Intent to Apply form. It asks that these forms are submitted 30 days prior to the actual Grant Approval form. The form has an internal routing process for campus and district office. We don’t always have 30 days so sometimes the Notification of Intent and the Grant Approval forms are submitted at the same time. To shorten the process, the Grant Committee is looking into an email process and will meet next week to formalize this. Forms and procedures can also be found on the Grant Committee page: <https://committees.kccd.edu/committee/grant-oversight-committee>

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1. **Professional Development**

Budget requests that are requesting Professional Development funds will now go to Professional Development and Strategic Planning for review. This has been added to the PC Budget Planning Calendar (January).

1. **Other**

* Suggestion Box (ongoing)

One suggestion/comment about using PC Alert for non-emergencies. An alert was sent out regarding late start classes. There are two components of the system: emergency & outreach. There is a kink in the system on how it is set up but Roger is working to get it fix.

1. **Future Agenda Items** 
   1. Revise Budget Calendar (on going)
2. **Adjourned:** 9:26 am

**Next Meeting: October 2, 2020**