**Porterville College**

**Budget Committee Minutes**

**September 21, 2018**

**8:30-9:00 AM – L405**

**Present:** Vern Butler, Jennie Brisson, Christian Chavez (ASPC Rep), Matthew Flummer, Richard Goode (co-chair), Jodie Logan, Jay Navarrette, Annette Nix, Miguel Ruelas, Arlitha Williams-Harmon (chair), Ann Marie Wagstaff

**Absent:** Primavera Arvizu, Sam Aunai, Erin Cruz, Kailani Knutson, James Thompson

**Guests:** Jeff Keele

1. **Call to Order –** 8:35am
2. **Approval of Agenda**

Motion was made to approve the agenda

 M/S/C: Jodie Logan/Matthew Flummer

1. **Approval of Minutes**

Motion was made to approve the September 7, 2018 minutes

M/S/C: Jay Navarrette/Annette Nix

1. **Budget Calendar Review**

September: On Schedule

1. **Update on District-wide Budget Committee**

The District-wide Budget Committee met last week to discuss the following items:

1. Revision to reserve limit went to the Board Finance Committee and the committee said they didn’t want an 18% cap; they want it to have more flexibility. Sub-committee Two made a revision to Recommendation #1 for District reserves from 15%-18% to 15%-20% maximum and College reserves from 3% minimum to 5% minimum. This will go to District Consultation Council next week.

Also discussed was a policy to be developed if we go below reserve minimum how that will be paid back or if we go above reserve limits and how that will be distributed.

1. Business services will submit budget request to district to make sure our needs are being met.
2. Resource allocation: Look to see if there is a different model for chargebacks.
3. **Mid-Year Budget**
* Arlitha will send budget requests out next week.
* The committee needs to go over categorical funding at high level. Several programs are either going away or being integrated into one.
* Ann Marie to give AB705 presentation at next budget meeting.
* Funding will be one lump sum and we will need to determine how to allocate funds in the separate programs.
1. **Budget 101 Course (presentation)**

Budget 101 course will be offered to new faculty at New Faculty Orientation. Arlitha to provide link once published in Canvas.

Ann Marie to bring to committee one page handout on Vision for Success.

1. **New Programs Update**

New programs should to be brought up to budget committee through Program Review Update.

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1. **Chart of Accounts**

Because of many new programs, there are a lot of new codes. A list will be sent out to program managers and budget committee.

1. **Other**

Discussed Accreditation schedule and meetings.

1. **Future Agenda Items**
	1. Student Travel & Meals – Revisit Policy (Jodie/Joe)
	2. Sustainability (~~3/3/17 Agenda~~)
	3. Revise Budget Calendar (on going)
	4. Fiscal Health
	5. PTK Funds Update (from 4/6/18 mtg)
	6. Leading from the Middle Update (Matt Flummer)
	7. AB705 (Ann Marie Wagstaff) 10/5/18 agenda
2. **Adjourned:** 9:46 am

**Next Meeting: 10/05/18, 8:30-10am, L405**