

PORTERVILLE COLLEGE
Budget Committee Minutes
February 24, 2023
8:30 AM – 10:00 AM
Via Zoom

Cochair: Joel Wiens/**Cochair:** Maria Battisti

Members: Primavera Arvizu, Vern Butler, Osvaldo Del Valle, Matthew Flummer, Maribel Hernandez, Jodie Logan, Theodore “Diran” Lyons, Michelle Miller-Galaz, Jay Navarrette, Jacqueline Peters, Miguel Ruelas, Thad Russell, Erin Wingfield, ASPC - Jasmin Quinones.

I. Call to Order 8:35 - Quorum met.

II. Approval of Agenda
M/S/C P. Arvizu/O. Del Valle

III. Approval of Minutes
M/S/C M. Miller-Galaz/P. Arvizu

IV. Budget Planning Calendar Review

a. **Axiom Update**

i. **2024 Budget Request Process**

M. Battisti informed the Committee that the Axiom Budgeting program was put on hold because of information upload unreliability. Because of inconsistencies, it was decided that the information provided by the Axiom software could not be trusted, and budget managers will again be using Excel spreadsheets to gather budget request information.

V. Budget Update/Budget Forum

M. Battisti shared the worksheet being prepared to send out for budget requests. The committee reviewed how a numbering system was used to link the budget requests to PC's specific Strategic Planning Goals. M. Battisti agreed to include dropdowns to match the Strategic Plan and will also add the link below to the worksheet. Link to [PC Strategic Plan](#).

Maria's Team will try to make themselves available for one-on-one instructions as time allows to answer questions on the Budget Request worksheet. M. Battisti shared that Prima has requested Banner training for travel requests, Cal Card processing, general PO entry, and yearend close-out. The Business Office will host workshops on those subjects in March, April, and May.

Review Budget Prioritization Allocation Rubrics (2nd Review)

M. Battisti reviewed the changes made at the last Committee meeting. The Committee changed the Non-Instructional Rubrics, inserting an and/or innovative approach to the Benefits Justification Cost Category. M. Miller-Galaz motioned to approve the Instructional and Non-Instructional Rubric changes. D. Lyons made the second. The motion carried.

VI. Open Discussion

a. **Future Agenda Items**

- i. M. Miller-Galaz asked about an updated timeline. M. Battisti told the Committee that she would schedule PC's calendar to match the District's calendar.
- ii. M. Battisti shared an update from the College Counsel, where there was a discussion regarding the Grant Oversight Committee. She volunteered to write a proposal to make the Grant Oversight Committee become an ad hoc or workgroup that reports to the Budget

Committee. M. Battisti said she would be reaching out to Michael Carley for his input as well as Michele Miller-Galaz.

b. **Next meeting: March 3, 2023, 8:30AM – 10:00AM**

i. **Spring Break Meeting Conflict: March 24, 9:30am – 11:00am**

VII. Adjournment – 9:10