

PORTERVILLE COLLEGE

Budget Committee Minutes

April 2, 2021

8:30-10:00 AM

Via Zoom

Chairs: Arlitha Williams-Harmon/Joel Wiens

Present: Primavera Arvizu, Vern Butler, Joseph Cascio, Erin Wingfield, Matthew Flummer, Theodore "Diran" Lyons, Michelle Miller-Galaz, Maribel Hernandez, Jacqueline Peters, Miguel Ruelas, Thad Russell, Joel Wiens (co-chair), Arlitha Williams-Harmon (chair).

I. Call to Order – 8:32 am

II. Approval of Agenda

Motion was made to approve the agenda:

M/S/C: Primavera Arvizu/Matthew Flummer

III. Approval of Minutes

Previous meeting's Minutes not available due to administration personnel turnover.

IV. Budget Calendar Review - April

- Open forum for Budget and Facility tentative April 28, 2021.

V. DWBC Reserve Recommendation Update

- The District is updating the Board Policies for compliance with Community College League of California language. The Budget Committee reviewed the DWBC recommendations and proposed revisions to the new language. The DWBC Committee will present their recommendation back to the Board Finance Committee after discussion at Chancellor's Cabinet and Consultation Council. The DWBC is recommending changes to both the Board Policy 6250 and Reserves Administrative Procedures (See Attachments in the Budget Committee Page). The DWBC is addressing the following issue.
 - How to allocate unallocated funds back to Colleges?
 - If fund falls under 15% will need to adopt plan to replenish.
 - If fund exceeds 20% will consultation with Colleges to discuss allocation
- The Budget Committee reviewed the FY2019-2020 Carry Over Calculation Worksheet (See Attachments in the Budget Committee Page). The DO Chargebacks were less than anticipated as some IT projects pushed to next year. PC's Unrestricted Carryover Balance is \$6,778,725. The CDC deficit was approximately \$200,000 less prior years resulting in \$180,169 of GU001 support. With the CDC closure there will not be future deficits. Also, the campus bad debt amount was mentioned and possible utilization of COVID funding to assist students pay outstanding fees.
- The Budget Committee reviewed the FY2021-2022 Tentative Allocations – the beginning carryover estimate for PC is \$7,051,267. PC did not receive FTES growth funds because of substantial decrease in enrollment and is being stabilized by approximately \$1.3 million with District Reserves. Concerns about stabilization, enrollment percentage decline, and outreach efforts were discussed.

VI. Axiom Budget Software Update

- An overview of the new budget program was presented. The system implementation is not complete. The Categorical Budget requests will remain on spreadsheets. Next year, this new system will be used for all budgets requests.

VII. College Council Year End Report

- The College Council Year End Report was reviewed and approved with an additional recommendation. It was recommended that a logic map be completion of in FY21-22. The Committee reviewed the Budget and Grant Committees' Logic Map developed at the College Council training.

VIII. FY21-22 Budget Request Review

- Dr. Harmon sent emails to review the budgets in SharePoint. Additionally, she will update the respective folders with supplemental information received from the budget managers. Department Gu001 budgets will be the focus of the next meeting.
- Dr. Harmon expressed that all summer related COVID purchase need to be entered as soon as possible to ensure delivery before year end. FOAPAL codes were distributed to budget managers and it is requested that these codes are not shared with other departments due to program requirements. Cathi Jacobs with District Grant Accounting has provided split FOAPAL Par Forms for all labor charged to the federal COVID grants. A 100% FOAPAL Par Form will be provided in the coming week.

IX. Other

Suggestion Box (on going)
No new Suggestions.

X. Future Agenda Items

- a. Revise Budget Calendar (ongoing)

XI. Adjournment 9:48 am

Next Meeting: April 16, 2021 via Zoom