**KERN COMMUNITY COLLEGE DISTRICT DISTRICT-WIDE BUDGET COMMITTEE MINUTES**

Friday, December 1, 2023, 11:00 a.m. to 12:00 p.m.

# https://kccd‐edu.zoom.us/j/83296542443?pwd=oFCT4ErTKAZQCC8GyvKMSaYnbvZP3v.1

## COMMITTEE MEMBERS

Mike Giacomini Maria Battisti Erica Menchaca Steven Holmes Imelda Valdez Calvin Yu

Billie Jo Rice Abe Ali Matthew Crow Chad Houck

Heather Ostash Corey Marvin Kristie Nichols Primavera Arvizu Thad Russell Jodie Logan Diran Lyons

Joel Wiens Alex Gilewski

Christopher Glaser

**Additional Participants and Guest: Chancellor, Tom Burke**

Location: Zoom Conference Date: December 1, 2023

Time: 11:00 a.m. – 12:00 p.m.

**Call to Order**: The meeting was called to order at 11:06 am by Mike Giacomini

**Approval of the Agenda** – The Agenda was approved by Alex Gilewski and seconded by Thad Russell

**Approval of Minutes** – Minutes from April 28, 2023, approved by Mathew Crow and seconded by

Abe Ali.

Committee members in favor - All

Opposed – None

Abstentions - Erica Menchaca.

1. District Office Administrative Unit Reviews (AURs) – Kern CCD will conduct departmental AURs annually. The district AURs were shared with the DWBC Committee via the Kern CCD Committees page and the calendar invite. The AURs were sent out Districtwide. Chancellor Burke and the Vice Chancellors are asking for campus feedback by December 15, 2023.
2. Human Resources and Business Services Restructure – Chancellor Burke presented the committee with a formal apology regarding the Business Services and Human Resources restructuring. Specific managerial position names were changed to higher hierarchies to increase the recruitment of qualified candidates. This change was presented to the Cabinet and Consultation Counsel bypassing the DWBC for feedback and evaluation. Moving forward, Chancellor Burke recommends the committee, establish a threshold requiring committee feedback for mid-year budget augmentations.
3. 2022-23 R1 – The R1 arrived earlier than expected. This R1 shows an exponential decrease in the deficit factor from 10% to below 1%. The district should receive an additional $10.8 million in growth from 2023.
4. Budget Timeline - The committee will discuss this at a later time. The document was made available to the committee via the Kern CCD Committees page. The expense allocation was brought up and Mike suggests the committee review an expense allocation for the district and then finalize it. This would most likely take effect for 2024-25.
5. Budget Software Update – Kern CCD has utilized a budget methodology system in the past years. There are few resources/computers within the district capable of providing support to keep the methodology going. New budget software as the solution will assist in future fiscal operations for the district. This new software will provide resources in functionality that may align with integration into Ellucian Banner.
6. Future Topics:
	1. Changing the AUR format
	2. Review of the expense allocation
	3. DWBC budget development threshold

## Meeting Adjourned: The meeting was adjourned at 11:54 by Mike Giacomini.

##  Next Meeting Date: December 14, 2023

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Page | 1