**Porterville College**

**Budget Committee Minutes**

**March 15, 2019**

**8:30-9:00 AM – L405**

**Present:** Sam Aunai, Vern Butler, Richard Goode (co-chair), Jay Navarrette, Annette Nix, Jennie Porreco, Miguel Ruelas, James Thompson, Arlitha Williams-Harmon (chair), Ann Marie Wagstaff

**Absent:** Primavera Arvizu, Christian Chavez (ASPC Rep), Erin Cruz, Matthew Flummer, Kailani Knutson, Jodie Logan

1. **Call to Order –** 8:37 am
2. **Approval of Agenda**

Motion was made to approve the agenda

 M/S/C: Ann Marie Wagstaff /Miguel Ruelas

1. **Approval of Minutes**

Motion was made to approve the following minutes:

**January 18, 2019**

 M/S/C: Jay Navarrette/Miguel Ruelas

1. **Budget Calendar Review (handout of draft calendar)**

**February**: Items on calendar included on today’s agenda. Remove Core of the Core Recommendations from calendar.

**March**: Continue to review budget requests.

Items pertaining to District AURs have been added to the calendar and will be sent to Consultation Council for approval. Once the calendar is approved, we will change from “draft” to “revised”

1. **Sustainability Report**

We will not be able to provide a report because there’s a lot of changes and uncertainty at this time.

Review of Chancellor’s Office 1st review of Apportionments Exhibit “C” FY 19-20

<http://extranet.cccco.edu/Divisions/FinanceFacilities/FiscalServicesUnit/Reports/ApportionmentReports/201819.aspx>

Under Hold Harmless we will receive (hopefully) the same funding as FY 17-18 plus COLA: $139 mil; last year was $135 mil (+$4m District-wide for FY 19-20). Our allocation for FY 17-18 was about 14.6%; this doesn’t include growth, deficit factor, adjustment to base, etc. We would have received $159.9mil if student funding formula was implemented.

We are going with $139m (hold harmless) and apply it for this year. This will be an additional $723,000 which will cover increase in step in column, new faculty hire and STERS & PERS.

There are sustainability issues with DRC and Basic Skills.

1. **Fiscal Health Check List**

Re-visit in Fall 2019 at first budget meeting. The adopted budget may be in August.

FCMAT who community colleges use to do Fiscal Health Check hired Cambridge West to do some consulting to develop a tool to help colleges with revenue projections. The district is also contracting with Cambridge West to help us with our internal allocation model.

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**Budget Committee Minutes**

**March 15, 2019**

Page 2

1. **FY 18-19 Mid-Year Report**

Last year we did not increase our supplies, other services and equipment (4000, 5000, 6000) accounts because we didn’t know what we were going to receive in the budget. After we knew what we were going to receive, we asked divisions to submit FY 18-19 mid-year requests with their FY 19-20 budget requests. We have savings from the vacant Public Information Officer position. Arlitha proposes to approve the mid-year requests listed in Agenda Item VIII below.

1. **One-Time Fund Request**
2. Language Arts – Summer Writing Academy $4,000
3. Science Biology program was done in January
4. Maintenance & Operations
	1. Custodial Supplies - $22,000 done in March
	2. Employee Travel - $2,225 not done yet
	3. Building Maintenance/Repairs - $6,500 done in March
5. Fine Arts – New Choir Uniforms - $3,300
6. Math Supplies - $200
7. Kinesiology -
8. Athletics
9. Officials
10. Travel
11. Graduation
12. Diploma covers $8,000
13. Rental of additional bleacher seating $11,000
14. Additional security
15. Student Service
16. Financial Aid
17. Admission and Records $2,000

 Total for the above one-time fund request is approximately $60,000.

 Motion was made to approve the above one-time fund request

 M/S/C: Miguel Ruelas/ Jay Navarrette

1. **District AURs**

Institutional Research AUR $4,000 increase for conference, software, laptop, equipment.

1. **FY 19-20 Budget Requests/Review**

Use entire 4/5/19 Budget Meeting for FY 19-20 budget requests/review.

1. **Other**
* PTK now has account in Foundation
* Suggestion Box (ongoing) – no report
1. **Future Agenda Items**
	1. Student Travel & Meals – Revisit Policy (Jodie/Joe)
	2. Revise Budget Calendar (on going)
	3. Sustainability & Fiscal Health Check List – revisit first Budget meeting in Fall 2019
	4. ~~PTK Funds Update (from 4/6/18 mtg)~~ 3/15/19 agenda item.
2. **Adjourned:** 9:37 am

**Next Meeting: April 5, 2019, 8:30-10am, L405**