**Porterville College**

**Budget Committee Minutes**

**October 18, 2019**

**8:30-9:00 AM – L405**

**Present:** Vern Butler, Matthew Flummer, Jodie Logan, Jennie Porreco, Miguel Ruelas, Arlitha Williams-Harmon (chair), Ann Marie Wagstaff (co-chair), Joel Wiens

**Absent:** Primavera Arvizu, Joseph Cascio, Erin Cruz, Kailani Knutson, Jay Navarrette, Annette Nix, Gregory South, ASPC Representative

**Guest:** Theodore “Diran” Lyons, Annabell (student observing for class)

1. **Call to Order –** 8:31 am
2. **Approval of Agenda**

Motion was made to approve the agenda.

 M/S/C: Miguel Ruelas/Jodie Logan

1. **Approval of Minutes**

Motion was made to approve the following minutes with amendment:

**September 20, 2019**

 M/S/C: Jodie Logan/Vern Butler

1. **Budget Calendar Review**

**October**: Behind a little because we were working on Program Review Handbook

1. **PC Program Review Handbook**

This is the information to add to Page 14-15 of the Program Review Handbook:

**Information Technology Request**

The IT Department will provide a general quote for office and classroom equipment (i.e. computers, laptops, and printers) to assist departments/divisions prepare their Program Review and Program Review Budget Update Forms. After items are approved in the tentative or adopted budget, the budget manager should submit a Technology Request Form for ordering and installation. *[FY19-20 only: IT will work with the Vice Presidents to submit Windows 10 upgrade requests via a One Time Purchase Request].*

**Facilities/Safety Request**

The Maintenance & Operations Department will provide a general quote for office and classroom furniture (i.e. chairs, desks, and cabinets) to assist departments/divisions prepare their Program Review and Program Review Budget Update Forms. After items are approved in the tentative or adopted budget, the budget manager should submit a School Dude for ordering and installation.

**Professional Development Request**

Budget Managers should list and estimate their area’s professional development request on their Program Review and Program Review Budget Update Forms. Administration will work with the Budget Managers to determine the appropriate funding for the request (unrestricted or restricted).

* It is suggested that a New Employee Checklist be established to capture the above and other planning elements (i.e. Phones, email, etc.)
1. **Grant Review**

The committee reviewed California Community Colleges Chancellor’s Office Categorical Budget Initiatives – Porterville College’s Allocation (document attached).

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1. **Other**
* Suggestion Box (ongoing) – no new suggestions received
* Comment: Ann Marie requested that the minutes reflect that only one administrator attended the meeting. She expressed concern that other administrators were not present. She stated that she understood that admin is stretched.

Arlitha mentioned the reasons for absences, i.e., vacation, DO meeting, illness, etc.

1. **Future Agenda Items**
	1. Student Travel & Meals – Revisit Policy (Joe/Maribel 10/18/19 agenda)
	2. Revise Budget Calendar (on going)
2. **Adjourned: 9:52** am

**Next Meeting: November 1, 2019, 2019, 8:30-10am, L405**