**Porterville College**

**Budget Committee Minutes**

**December 6, 2019**

**8:30-9:00 AM – L405**

**Present:** Vern Butler, Joseph Cascio, Erin Cruz, Matthew Flummer, Jodie Logan, Jay Navarrette, Miguel Ruelas, Gregory South, Arlitha Williams-Harmon (chair), Ann Marie Wagstaff (co-chair), Joel Wiens

**Absent:** Primavera Arvizu, Kailani Knutson, Annette Nix, Jennie Porreco, Rylee Sullins (ASPC Representative)

**Guest:** Theodore “Diran” Lyons

1. **Call to Order –** 8:36 am
2. **Approval of Agenda**

Motion was made to approve the agenda as amended:

M/S/C: Jay Navarrette/Miguel Ruelas

1. **Approval of Minutes**

Motion was made to approve the following minutes:

**November 1, 2019**

M/S/C: Miguel Ruelas/Matthew Flummer

1. **Budget Calendar Review**

**December**: On schedule to review Budget Request and AURs

1. **RNL Consulting Update**

Three projects were determined out of the review:

1. Enrollment Management. Visit from RNL and he looked at all the things we are doing in terms of enrollment management. Four things came out of this:

* Market segmentation (student pop came from)
* Tracking those markets (grow how/where)
* Hot to redesign Enrollment Management meeting
* Communication is important

1. Professional Development. Addressed at beginning of semester to review what divisions/departments are requesting that we have that information for funding.
2. Technology Modernization. Discussed at last budget meeting regarding funding for faculty computer upgrades to Windows 10.
3. **SCFF Update**

State is offering a Student Center Funding Formula webinar on 12/10/19. Recalculation of 18-19 apportionments.

<https://cccconfer.zoom.us/rec/play/65V7JuitqT83H9bDtASDVv4rW47rfaOs0CdIrKcFmkuyAiEKNFSjbrVANOdcWrdV9Rw7SjyxnS7xgIVi?startTime=1576000529000>

1. **Review Budget Worksheets**

Group reviewed and made comments on the following budgets:

CTE, Nursing (Jay/Miguel/Jennie)

* Health Careers: may not need all computers requested.
* CTE:
* Fire Academy self-contained breathing apparatus refurbishing. Possible student scholarship for new ones that would belong to student.
* Administrative Justice requesting new radios and batteries.

Instruction, Library, LRC (Erin, Matt, Annette)

: Several budgets are requesting Professional Development funds. The requests should be in the divisions budget and funding will come from Professional Development funding

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if applicable. This is a new process so most request will not be noted in program reviews.

* Dean of Academic Affairs: budget not complete
* Language Arts: Need additional information on Grant or Categorical supported funding for travel
* Learning Center: Need additional information on travel
* Library: Program Review has “Security Gates” for $32,421 but not listed on Budget Worksheet. Will find out if Community College Foundation will support this.
* Science: Need additional information on Grant or Categorical supported funding for travel.  Also have questions why $480 in acct 5690 for door locking mechanism is not in Maintenance/Security budget. Will take out of Science budget. Maintenance is looking for solution and some items have been purchased to see if they work.
* Math: Need additional information on Grant or Categorical supported funding for travel.
* Fine & Applied Arts: Should acct 6412 $56,103 (pianos) come from one-time fund request? Will check to see if it can come out of instructional equipment.
* Information Technology:  Need additional information on Grant or Categorical supported funding for acct 6412 $80,000. This is for computer upgrades and computers for Commons A & B. Some already funded so funding request will be reduced. Funding for 6412FA ($19,000) is for network switches, etc
* Print Shop: No program review to support budget requests.  Print Shop is now under the President and that program review is due February 2020.

Student Services, Athletics (Ann Marie, Gregory South, Vern)

It was noted that most divisions were not completing the Integrated Planning section. This section is needed for Accreditation. Additional training needed.

* Transfer: Didn’t have attachments as indicated. Also $500 supply budget seems low. Erin explained some supplies are bought with other funding.
* Outreach: Again, supply budget seems low.
* Commencement: No program review. $40,000 new stage. This is on hold at this time. Working on project with Measure J funds to repair/replace field size. Increase bleacher size to accommodate additional 1000 attendees. Press box getting new equipment.
* Athletics, Kinesiology, etc.

Women’s Cross Country is now Co-Ed Cross Country. Budget increased $2,000.

President, Administrative Services, M&O (Joe, Joel, Jodie)

Did not meet to review. Joe will schedule meeting before winter break.

1. **Other**

* Suggestion Box (ongoing)

1. More seating areas around campus. Already working on additional seating.
2. Why are students not allowed to smoke but staff do? Not taking a punitive approach but taking an educational approach.

* District AURs are completed and administrators were given chance to review. Below are our areas, questions and comments:

1. Human Resources: Lacked info on how the District will support us on campus safety. Requested that they add resources and support system. We did thank them for the help they sent to us to help while our safety manager was out.

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AURs cont.

1. Business Services. Asked for a budgeting software system. Commented on District having adequate resources and training to address categorical budget in a timely manner.
2. Facilities: No questions or comments but thanked them for all the projects they have helped with.
3. **Future Agenda Items**
   1. Student Travel & Meals – Revisit Policy (Joe/Maribel 10/18/19 agenda)
   2. Revise Budget Calendar (on going)
   3. Non CCCCO Grants
4. **Adjourned: 9:58** am

**Next Meeting: Spring 2020 TBA**