**Porterville College**

**Budget Committee Minutes**

**October 2**

**8:30-10:00 AM**

<https://cccconfer.zoom.us/j/98496087225?pwd=a3JVd0FyOU1oRW80ZVJyM1dMU24wdz09>

**Present:** Primavera Arvizu, Vern Butler, Joseph Cascio, Matthew Flummer, Jodie Logan, Theodore “Diran” Lyons, Michelle Miller-Galaz, Jay Navarrette, Annette Nix, Miguel Ruelas, Thad Russell, Joel Wiens (co-chair), Erin Wingfield, Arlitha Williams-Harmon (chair),

**Absent:** Jennie Porreco, ASPC Representative

1. **Call to Order –** 8:34 am
2. **Approval of Agenda**

Motion was made to approve the agenda:

M/S/C: Thad Russell/Matthew Flummer

1. **Approval of Minutes**

Motion was made to approve the following minutes: :

**September 18, 2020**

M/S/C: Primavera Arvizu/Joseph Cascio

1. **Budget Calendar Review**

**October:** On schedule

* Budget review and update will be emailed next week along with instructions.
* We are not receiving Instructional/Library equipment funding this year but will continue to obtain instructional/Library equipment list in case we get funded this year.
* $15,000 for computers in Library computer lab.

1. **Grants Update**

The Grant Committee met 10/1/20 and discussed an additional step in the application process by creating a rubric. The rubric will be used to evaluate grants and making sure that the form will allow for constituent input addressing staffing requirements. The rubric will also look at sustainability, match requirements and goals.

The Grants Committee doesn’t set a strategic vision but looks at a priority list that would be taken to College Council for review.

Also discussed was the Foundation’s grant process and how that fits into the college campus. The Foundation will pursue grants and work directly with departments to implement grants. For example, Edison grant are to support scholarships for Fire program to help students get their PPE. Also, the Lyons Club holds a golf tournament through the Foundation and those funds are used to support athletics.

The Grant Committee discussed developing a Canvas classroom to try to collect all information into one place. The colleges are working together to create a Zoom training that will be given over a couple of months throughout the year.

The Grant Committee decided not to apply for a CARES grant because it was very competitive and PC wouldn’t have time to spend the money.

Porterville College

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October 2, 2020

Page 2

1. **District AUR timeline (.pdf emailed)**

The District-wide Budget Committee (DWBC) through their process discovered that the district did not have a timeline like we have a calendar. It was suggested by the DWBC that the district put together a timeline and allow feedback from the campuses to influence the actions of the district. The committee reviewed draft District AUR timeline.

The district will submit their AURs to the chancellor by October 13. Then the chancellor will submit to college presidents to solicit feedback from vice presidents and the budget committee. The feedback is then sent back to the college president and then sent to the chancellor who in turn shares with district offices to in incorporate into their review.

The District’s AUR is integrated on our budget planning calendar.

One thing the DWBC came up with last year was our budgeting software. A vendor has been selected. The board docs will be approved next week for the October agenda.

1. **FY 21-22 Budget Rubric Review (Instructional & Non-Instructional)**

The committee reviewed both our budget rubrics before they are sent out to the budget managers and division chairs. The committee also reviewed Cerro Coso’s new rubric which has a flow chart showing the budget process. This can help individuals understand the process better.

Changes the committee would like to make to the rubric are:

Add Vision for Success to Mission & Strategic Plan Goals box

Create a flow chart.

Add Legal Mandate to new box

Create a legend

Add Resource Allocation

An email will be sent to budget managers and division chairs explaining the uncertainty and the CARES funding process.

1. **Other**

* Suggestion Box (ongoing)

One suggestion for a PC App.

* District-wide Budget Committee reached out to Academic Senate to request another faculty member (replacement).

1. **Future Agenda Items** 
   1. Revise Budget Calendar (on going)
2. **Adjourned:** 9:48 am

**Next Meeting: October 16, 2020**