**Porterville College**

**Budget Committee Minutes**

**October 16, 2020**

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

Via Zoom

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

**Absent:** Joseph Cascio, Jennie Porreco, Erin Wingfield, ASPC Representative

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

Motion was made to approve the agenda:

M/S/C: Primavera Arvizu/Thad Russell

1. **Approval of Minutes**

Motion was made to approve the following minutes: :

**September 18, 2020**

M/S/C: Thad Russell/Miguel Ruelas

1. **Budget Calendar Review**

**October:** A little behind but will get caught up today. Made some small changes to the Program Review Update. We will discuss the Rubric today and will send out with the report.

1. **Grants Committee Update**

* The Grants Committee met on 10/15/20 and reviewed the following:
* Document process
* Canvas course that Michelle created: [**https://kccd.instructure.com/enroll/HKXLNJ**](https://kccd.instructure.com/enroll/HKXLNJ)
* Possible grant opportunity through Anthem Blue Cross. It’s a grant to help stimulate the economy and get individuals that are not working back into the workforce. The Grant Committee will continue to discuss with College Council. If we decide to pursue the grant, it would have to be in tandem with the Foundation. The Grant is due October 30th, so we don’t know if we can meet that timeframe.
* The first of District-wide Zoom meetings will be held on 10/28/2020 at 2pm. An email invite will be sent out.

1. **CARES Act Budget**

New activity codes are being created. All expenditures in BANNER through September need new activity codes. A report is due by October 30th, so our internal due date is October 22nd.

Institutional funding for RP375 is $1.4 million. Funding has been used to support technology, MiFis, supplies, nursing and M&O PPE. The funding can be used for student aid and student fees. Will work with division chairs to obtain a budget of what they will need. In addition, a summary of expenditures by category needs to be posted on our website under Financial Aid.

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1. **Rubric Review**

Before we started the Rubric review, Arlitha went over the re-designed Annual Program Review Update. This year there is a Cognos report so funding data can be downloaded and doesn’t need to be inputted manually. Everything else on the form remains the same.

Reviewed the changes we made at our last budget meeting: In the Missions and Goals category, we added Vision for Success which is a State requirement. We added a new box for Legal Mandate. Other changes as stated in the last meeting will be made when we move to the new budget system.

1. **Other**

* Suggestion Box (ongoing)

PC App: Prima did respond via email to the individual who suggested a PC App. We do have one through Navigate that can be download on their phones.

1. **Future Agenda Items** 
   1. Revise Budget Calendar (on going)
   2. Covid expense reports
2. **Adjourned:** 9:35 am

**Next Meeting: November 6, 2020**