**Porterville College**

**Budget Committee Minutes**

**November 20, 2020**

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

Via Zoom

**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), Arlitha Williams-Harmon (chair),

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

1. **Call to Order –** 8:33 am
2. **Approval of Agenda**

Motion was made to approve the agenda:

M/S/C: Miguel Ruelas/Primavera Arvizu

1. **Approval of Minutes**

Motion was made to approve the following minutes: :

**October 16, 2020**

M/S/C: Miguel Ruelas/Jay Navarrette

1. **Budget Calendar Review**

**November:** A little behind but will get caught up.

* Annual Program Review Updates will be sent out next week
* Will look at mid-year budget revisions in January
* Chancellor’s Cabinet looked at AURs this past Tuesday, and Consultation Council will look at AURs next week.

1. **Covid Finding**

* $1.4m Student portion is 100% expended
* Institutional portion will discuss below
* $180,000 for Minority Serving Institutions

As of June 30th we have additional funding that we are currently using for MiFis, cell phone, contact tracing software, direct support for professional development for faculty, overtime, plexiglass screens, signage and masks to support campus. We have a report due to the state in January to detail how we’ve used the money.

1. **Cares Funding and Budget Requests**

The committee reviewed the following CARES budget requests:

* + - 1. Science: Needs funding for science kits, microscopes and iWorkx equipment and additional technology. $60.737.47.
      2. Health Careers: New staff for additional clinical sessions, hospital PPE (N95 masks), clinical mileage and portal to portal, new virtual clinical skills lab software and fingerprinting services. $21,370.00
      3. Dean/Instruction:
         1. Two additional Library drop off boxes for online instruction returns. $11,000.
         2. Yuja captioning minutes. $5,000.
         3. Engineering kits for online instruction. $16,6200.
         4. Professional audio microphones (40 ea) and computers (4 ea) for music. $1,000.
         5. Student tracking process software for Fitness and Athletic classes. $3,000.
      4. Maintenance & Operations:
         1. Supplies (foggers, social distance barriers, masks, sanitizer refills, touchless hand soap and sanitizer dispensers, gloves, stanchions, Tyvek suites) $46,090.39
         2. Ionization system and survey $17,500
         3. Equipment (Kaivac disinfecting units, auto floor scrubber, thermal tempature scanners) $78,300.
         4. Outdoor seating (table & chairs) $6,000

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* + - 1. Security traffic control supplies (cones, barricades, caution tape, two-way radios, tool box, hand-held spotlights, safety glasses) $9,650.

1. **District AUR Review**

The Committee reviewed the District Business Services AUR found here on Consultation Council’s website:

[**https://committees.kccd.edu/sites/committees.kccd.edu/files/Draft%20DO%20Administrative%20Unit%20Review-Business%20Services%202020-21\_1.pdf**](https://committees.kccd.edu/sites/committees.kccd.edu/files/Draft%20DO%20Administrative%20Unit%20Review-Business%20Services%202020-21_1.pdf)**.**

Some things that need to be addressed are:

* Contract management system
* Grants management system
* Fixed asset management system
* Additional Staff
* Additional Training

1. **Grants Update**

The Grants Committee met 11/19/20 and reviewed the following grants:

* + A mini grant for faculty professional development for online learning engagement strategies
  + USDA Women and Minority in STEM grant. One year $50,000.
  + National Science Foundation scholarships for STEM students so they don’t have to work full time or possible not at all. Five years $1,000,000.
  + CalFresh grant. Assist college and reaching out to students and getting them to sign up for SNAP benefits. Still gathering information.

The committee is also looking at putting together an internal tracking form that is parallel to the District grant routing forms.

The District Business Office to provide fiscal training as it relates to budget development and sustainability in a grant application.

1. **FCMAT Review**

Fiscal Crisis & Management Assistance Team (FCMAT) is an agency that gives best practices for K-12 and community colleges. They have information how to be sustainable and how to be effective. We will look at this in detail when we get to our sustainability review in the spring.

1. **Other**

* Suggestion Box (ongoing)

No new suggestions

1. **Future Agenda Items** 
   1. Revise Budget Calendar (on going)
2. **Adjourned:** 9:44 am

**Next Meeting: December 4, 2020**