

**PORTERVILLE COLLEGE**  
**Budget Committee Minutes**  
**September 3, 2021**  
**9:00-10:00 AM**  
**Via Zoom**

**Chairs:** Arlitha Williams-Harmon/Joel Wiens

**Members:** Primavera Arvizu, Joseph Cascio, Matthew Flummer, Theodore “Diran” Lyons, Michelle Miller-Galaz, Jay Navarrette, Maribel Hernandez, Jacqueline Peters, MiguelRuelas, Thad Russell,

**I. Call to Order – 9:22 AM**

**II. Approval of Agenda**

M/S/C: Dr. Harmon/Diran Lyons

**III. Approval of Minutes**

M/S/C: Primavera Arvizu, Jay Navarrette.

**IV. Budget Calendar Review**

- a. Dr. Harmon noted that the Budget was not discussed at Flex Day as has been the practice in the past due to the COVID transition planning. There will, however, be communication with the constituency to keep the college updated similar to the Spring Flex written update. Joel Wiens will also communicate with the Faculty.
- b. The Committee discussed Faculty Chair elections for the next September meeting.
- c. Dr. Harmon informed the Committee about the budget monitoring training she conducted over the summer for new Division Chairs and staff.
- d. The Board will review the FY21-22 Adopted Budget on September 9, 2021.
- e. Dr. Harmon does not think we need an open forum this year because there haven't been too many changes from tentative and adopted.
- f. Budget development will be discussed at the next Budget Committee meeting.
- g. The training documents for the Axiom budget software to enter FY22-23 budget requests are being finalized and will be sent out soon.
- h. District AURs will be talked about at the next meeting, along with reviewing our committee charge.

**V. FY22 Adopted Budget**

**a. Adopted Budget Allocation**

1. District allocations did increase by approximately 3.8 million dollars due to the prior, prior year 19/20 KCCD allocation. Per Board requirements, all unallocated funds went into District-wide reserves.
2. Another change to the Budget was the cost of living allocation. The FY21-22 Adopted Budget reflects the 5.07% provided in the State budget.

**b. District Office Budget**

1. The District Budget reflects salary and benefit increases. All employee groups received an additional step and 3% increase. There were also various benefit increases and decreases.
2. The other change to the District-wide budget is for the Chancellor's Office restructuring, with the new Chancellor and the Administrative support for the new Chancellor.
3. Business Service has a proposed change of 12 million dollars. It is an increase in obligations for OPEB & Certificates of Participation. This change includes \$5.5 million dollars for the COP and \$6.7 million to increase the funding to call the COPs bonds in 2026. The Board directed a 3-year time frame instead of 5-year, so there will be three contributions to the COPs.
4. There was an increase in the IT budget related to the BDM project and the microfiche conversion that couldn't be completed last year.

c. **PC Budget Update**

1. PC's Budget has the same increases as the District budget for salaries and benefits.
2. Dr. Harmon shared SMSR and IE spreadsheet for funds allocated to the District by the State. The spreadsheet displays the percentages distributed to the individual campuses. Dr. Harmon explained how the P2 320 report was used to reach the allocation percentages. PC was allocated 1.5 million dollars and has been rolled into the regular budget process. With the influx of HEERF dollars, Dr. Harmon proposes using all of these dollars for Maintenance projects.
3. The maintenance 5-year plan was reviewed. The Bond funds to be used for the restroom remodel are being reallocated to support building projects such as the CTE building. PC's Fire Life Safety system upgrade is a high priority for this year, as are the HVAC redundancies for server rooms. Jay Navarrette explained why these rooms need dedicated units. Also, on the maintenance project list were three separate roof repairs for the Library, LRC, and Fitness Center.

**VI. Other**

- a. Suggestion Box: Joel Wiens asked who could make submissions to the Suggestions Box. Dr. Harmon explained the entire community could submit suggestions, including students and the community at large and that everyone should be able to express if they see a need.

**VII. Future Agenda Items**

- a. Revise Budget Calendar (ongoing)

**VIII. Adjournment - 9:55AM**

**Next Meeting: September 17, 2021 9:00-10:00 via Zoom**