

PORTERVILLE COLLEGE
Budget Committee Minutes
April 8, 2022
8:30-10:00 AM
Via Zoom

Chair: Joel Wiens

Present: Primavera Arvizu, Vern Butler, Lisa Couch, Matthew Flummer, Jodie Logan, Theodore “Diran” Lyons, Michelle Miller-Galaz, Jacqueline Peters, Erin Wingfield, ASPC - Jasmin Quinones.

I. Call to Order – 8:38

II. Approval of Agenda
M/S/C V. Butler/M. Flummer

III. Approval of Minutes
M/S/C J. Logan/ V. Butler

IV. FY22-23 Budget Request Review

A. Group 1 budget review.

J. Wiens, representing group 1, reviewed the budgets that were assigned to the Group. Most line items were approved with no concerns. Those line items with concerns were:

500DR1 - Group 1 had questions because this line item had no actuals to justify the \$4,000.00 increase to this year’s request. M. Miller-Galaz and P. Arvizu explained that COVID-19 put a district-wide block on employee travel and that they would now be able to resume that expense. P. Arvizu pointed out that this travel increase would appear across the board on 22/23 budgets.

500PI1 – This budget was also questioned about the low actuals. P. Arvizu explained that Public Information is funded through multiple other programs.

500PI2 - (Welcome Center) has been moved to Admissions and Record’s budget but has its own program code.

500PR1 - J. Wiens had questions about the President’s budget and the lack of line-item requests and negative YTD costs. L. Couch explained how indirect costs for all our grant programs go to the President’s organization code. L. Couch said we could look at including an estimate for indirect costs going forward.

500SD1 - L. Couch asks if PC uses this fund for institutional-wide staff development vs. individual program conferences they want to attend and budget for? P. Arvizu answered, “The Staff Development Committee has not been active for at least a couple of years, so the goal is for that funding to be institutionalized overall, but each program still has specific planning for professional development to fund faculty.” P. Arvizu said there is a Teaching and Learning Center proposal going through the Academic Senate right now. It will then go through the Academic Divisions and Staff Development Committee.

530BS1 - L. Couch said the two line items that have the large budgets this year (7201) would be entered once we know the district office chargebacks, and then the last one (7901) is the reserve, and that will be determined at the tentative budget.

530MOP - J. Wiens asks for clarification of the comment for 5691. Is there or isn’t there a decrease in the Cadets? We will revisit this budget after speaking with John Word.

530UT1 - J. Wiens discussed the rising costs of utilities with the committee and how it means an increase to the Utilities’ budget.

536MOB - The 5650 line-item noted paying for the School Dude program that manages the use of facilities. M. Miller-Galaz understood that HEERF funds were paying for this program, and L. Couch informed the Committee that might still be the case if HEERF funds become available. Joel Wiens also mentioned line item 5691 for HVAC services. J. Peters explained this is an ongoing maintenance contract.

Group 1 gave general approval for the remainder of the Maintenance & Operation budgets.

B. Group 3 Budget review.

E. Wingfield, representing group 3, noted the Group was able to review most of the budgets assigned to them.

511DA1 – E. Wingfield discussed the small increases requested in this Budget and that Group 3 found them reasonable.

511LA1 - The Group did have questions about Language Arts' Budget and will review them at the next meeting.

511LC1 511LI1 – Funds were moved from GU001 to LR001. L. Couch explained that some expenses can be paid by Lottery funds and they are trying to budget those items this year instead of moving at the end of the year. The Group thought the slight increase in the request was reasonable.

511SM1 - This line item had a small increase, and Group 3 found it reasonable.

507IT1 - V. Butler updated the Committee on the IT budget increase request to pay for new network switches. This new network switch will increase student connectivity as they return to campus. Again, the Group approved this Budget.

507PS1 – This Budget shows a decrease. E. Wingfield explained that other departments and funding support the Print Shop. The Group also approved this Budget. L. Couch questioned the lack of amount on line items for copier leases. She would like to ask Roger Perez if the campus plans to purchase outright.

Language Arts, Math, Social Science, and Fine and Applied Arts will be reviewed on Monday for Tuesday of next week and reported at the next Budget Committee Meeting.

C. Groups 2 & 4 were not ready to present.

V. HEERF Allocations

J. Wiens had questions about what is eligible for HEERF Funding. L. Couch is still working on PC's HEERF funds and will pull together lists and bring forward to the Committee. She will send the lists out in an email so the Committee can review them before the meeting on the 29th of April. M. Miller-Galaz asked about resubmitting requests where there was no action taken. L. Couch did recommend that M. Miller-Galaz resubmit since she doesn't have the records. M. Miller-Galaz also asked about the end of year and the ability to carry over funds. L. Couch clarified that she could make exceptions to the purchasing deadlines for HEERF funding.

VI. Suggestion Box (on going)

J. Wiens will check on the suggestion box to make sure it is taken care of.

VII. Future Agenda Items

Revise Budget Calendar (ongoing)

VIII. Adjournment – 9:42