

PORTERVILLE COLLEGE
Budget Committee Minutes
November 18, 2022
8:30 AM – 10:00 AM
Via Zoom

Cochair: Joel Wiens/**Cochair:** Maria Battisti

Members: Primavera Arvizu, Vern Butler, Osvaldo Del Valle, Matthew Flummer, Jodie Logan, Theodore “Diran” Lyons, Michelle Miller-Galaz, Jay Navarrette, Jacqueline Peters, Miguel Ruelas, Thad Russell, Erin Wingfield, ASPC - Jasmin Quinones & Alicia Vargas.

I. Call to Order - 8:33 Quorum Met

II. Approval of Agenda

M/S/C J. Navarrette/ O. De Valle

III. Approval of Minutes

M/S/C – D. Lyons/O. Del Valle

IV. Budget Planning Calendar Review-

a. Axiom Update

M. Battisti shared information on the Budget Forum and suggested that it be planned for after the Governor’s budget proposal is released. J. Wiens agreed this would be a good idea. There were no objections. M. Battisti updated the Committee on Axiom and noted that it is in limbo at this time, but the plan file should be downloaded by the end of next week. If any programs or budgets are missing, they will be manually entered. As of now, we will move forward with what we have. M. Battisti recommended that the Committee start accepting budget requests at the beginning of the Spring semester. At that time, trainings could be provided either face-to-face or by Zoom. She would make herself available to answer questions or make presentations throughout the process. M. Battisti asked the Committee what they thought were the most significant challenges from the faculty view point. M. Miller-Galaz shared her thoughts that the biggest challenges would be budget requests out of the norm, such as budget increases and first-time requests and the justification that they requires. The added back and forth can be very time-consuming. O. De Valle thought some of the issues last year were due to HEERF funding and questions about what that covered. He suggested going back to the Division Chairs to see how they would like the process go forward. M. Battisti asked if the Committee would like her to come back on the December 2nd meeting with a calendar, timeline, or a flowchart. It was agreed the Committee would appreciate that. J. Quinones requested training for herself and other budget managers, and M. Battisti agreed she could do both group and individual training.

b. The Committee discussed updating the actual dates on the Budget Planning Calendar with the decision to update the Calendar at the beginning of each Fall Semester.

V. Review of Committee Charge (1st Read)

The Committee reviewed the grammatical changes made to the Committee Charge. The agenda order was changed, switching lines 2 & 3, and a Budget Analyst was added as a non-voting member. We will have a second read at our next meeting.

VI. 5-Year Instructional Equipment Plan

M. Battisti reviewed the 5-Year instructional Plan with the Committee covering the previous four years, the current year, the next five years, and how the funds were allocated. The 5-Year Instructional Equipment Plan request form will be emailed to VPs, Deans, Department Heads, and the Library. J. Wiens requested the links for the California Core Mission Statement, PC Mission Statement, and Strategic Plan Initiative Goal be added to the request form. The emailed request will be due back to the Committee on Tuesday, the 29th.

VII. Open Discussion

a. **Future Agenda Items**

No future items were added.

b. **Next meeting: December 2, 2022, 8:30AM – 10:00AM**

VIII. Adjournment – 9:23