PORTERVILLE COLLEGE

Budget Committee Meeting Minutes

Date: October 3, 2025
Time: 8:30 AM – 9:30 AM
Location: Microsoft Teams

Co-Chairs: Griselda Aceves / Chris Ebert
Members Present: Griselda Aceves, Vern Butler, Manny Caceres, Maria Arechiga, Diran Lyons, Michelle Miller-Galaz, Jacqueline Peters, Elliott Vest, Michael Carley (guest).
Members Absent: Chris Ebert, Marie Braidi, Osvaldo Del Valle, Jodie Logan, Elisa Queenan, Thad Russell, Jacob Sandoval, Erin Wingfield.

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1. Call to Order

The meeting was called to order by **Co-Chair Griselda Aceves** at approximately 8:32 AM. A quorum was confirmed by **Jacqueline Peters**.

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2. Approval of Agenda

The agenda was reviewed. There were no changes noted.
Motion: To approve the agenda as presented. M/S M. Caceres/V. Butler
Motion carried.

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3. Approval of Minutes

The previous meeting minutes were reviewed.
Motion: To approve the minutes as presented. M/S D. Lyons/E. Vest
Motion carried.

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4. Strategic Plan Discussion – Michael Carley

Presenter: Michael Carley provided an overview of the **Strategic Plan** and its alignment with institutional goals and metrics.
Key points discussed:

- The plan includes **three major goals**:
    1. **Increase Student Success and Reduce Equity Gaps** – now a combined goal focused on onboarding, student engagement, momentum points, completion, and degree efficiency.
        - Targets include improving completion of 15 units in the first term, enrollment in English/Math in the first year, and reducing average degree units from 77 to 70.
    2. **Enhance Community Connections** – focuses on community engagement, dual enrollment, career education, and employment outcomes.
    3. **Organizational Effectiveness** – covers accreditation, full-time faculty ratio, college reserves, FTES growth goals (2% annually), and climate survey metrics (trust, communication, professional development).
- Fraudulent enrollment data from 2021–2023 affected demographic reporting, but recent data (post-Spring 2024) has improved.
- The **districtwide climate survey** will be distributed to all employees on Monday.

Michael emphasized the importance of linking **budget requests** to these strategic plan goals.

Discussion Highlights:

- Griselda noted that the committee will soon conduct **budget training sessions** to review the new **rating mechanism** for evaluating budget requests.
- The **rating criteria** will include alignment with the Strategic Plan, the President's Goals and Actions, and Program Review documentation.
- Committee members will be trained on how to assess requests that are not directly tied to institutional planning documents.
- Michael confirmed that Program Review already includes a self-assessment linking departmental goals to the **six college mission goals** and the **four Guided Pathways pillars**.
- He supported the committee's plan to use a structured scoring system for transparency and consistency.

Action Item:

- Committee members will review the **Strategic Plan document** shared by Griselda before the next meeting.

5. Grant Oversight Report

K. Aguillon reported on the Grant Oversight Committee

Karen Aguillon provided an update on the work of the Grant Oversight Subcommittee, which began meeting last semester to review responsibilities and improve grant processes.

1. **Current Grant Application Process:**
    - Applicants fill out a district form, including info like funding source, grant title, amount, period, and approvals.
    - Approvals go to the college president, business manager, and district office.
    - The form lacks communication with impacted campus areas.
2. **Proposed New Internal Form & Process:**
    - A new internal form would be submitted before the district form.
    - It would be routed through:
        - Grant Oversight Subcommittee
        - Budget Committee
        - College Council
    - Then the existing district form would be submitted.
3. **Contents of the New Draft Form:**
    - Project name, concept, director, contact info, funding agency, submission deadline.
    - Section on alignment with college mission (with selectable bullet points).
    - Budget section: estimated amount, duration, indirect costs (and if allowed), matching funds, and their source.
    - Program specifics: goals, population served, need, objectives, activities, evaluation methods, and sustainability plans.
    - Section for campus resources impacted, including IT, HR, and Institutional Research, to ensure early coordination (especially for data reporting needs).
4. **Approval Routing:**
    - After internal review and approvals, the form would go to:
        - Management
        - Grant Oversight Subcommittee
        - College Council
        - College President
5. **Tracking & Transparency:**
    - A section for internal use will log:
        - Agenda dates
        - Recommended actions from each reviewing body

Karen invited feedback, suggestions, or comments on the proposed form and process. The Committee voted to move the new form forward to the College Council.

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6. October Budget Committee Trainings

Griselda confirmed the following **training sessions** for Budget Committee members:

- **October 10 at 9:00 AM and 10:00 AM**
- **October 13 at 9:00 AM and 10:00 AM**

Multiple members confirmed their availability for **October 13**. Griselda noted that she will reach out to those who were unable to attend today's meeting to ensure scheduling clarity.

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7. Vote to Revise Budget Committee Charge

The Committee voted to move the new form forward to the College Council.
M/ S V. Butler/M. Caceres Motion Carried.

8. Vote to Approve the Budget Process

Discussion referenced upcoming training sessions to finalize the process and scoring system.
M/S M. Caceres/V. Butler Motion Carried.

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9. Other

No additional items were raised.

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10. Meeting Adjourned

The meeting was adjourned at **approximately 9:15 AM**.
The next meeting is scheduled for **October 17, 2025**, via Teams at 8:30 AM.
