

# BUDGET COMMITTEE

October 31, 2022

4:00 p.m. to 5:00 p.m.

<https://committees.kccd.edu/bc/committee/budget>

## MEETING MINUTES

### **Present**

Mike Giacomini, LeAnn Riley, Steven Holmes, Cristal Rios, Nick Strobel, Teresa McAllister, Ric Jimenez, Kimberly Nickell, John Gerhold, Jo Ellen Barnes, Johanna Guzman

### **Called to Order**

4:04 p.m. the meeting was called to order.

### **Welcome**

A warm welcome was extended to Johanna Guzman who is the SGA Organization Funding Manager and our newest Budget Committee member.

### **Budget Committee Photo**

The annual Budget Committee photo was taken and will be uploaded to the Budget Committee webpage.

### **Agenda**

John Gerhold made a motion; Nick Strobel seconded the motion to accept the agenda. Motion passed.

### **Minutes**

Nick Strobel made a motion; Teresa McAllister seconded the motion to accept the September 26, 2022 minutes as amended with changing a subtitle from Budget Committee Criteria to Budget Decision Criteria Document and correcting the annual photo date from 10/24/31 to 10/24/22. Motion passed with one abstention.

### **Budget Committee Charge**

Annually, we review the committee charge to make sure it is up to date for accreditation standards. This will go to the Academic Senate and then College Council. The Academic Senate made recommended format changes to the area of "REPORTS OUT TO" and "COMMUNICATES WITH". A recommendation was made to place a note at the bottom of the "MEMBERS" section that Faculty Co-Chair will serve on KCCD District Wide Budget Committee, and a comma be added after "Staff" in the "COMMUNICATE WITH" section.

John Gerhold made a motion; Nick Strobel seconded the motion to accept as amended the Budget Committee Charge. Motion passed.

### **Budget Decision Criteria Document**

This document was created for accreditation purposes. This document, historically, went back to when we were in budget crisis, and it was created to assist how best to make budget decisions. A link for the BC Master Budget-Fiscal Calendar was added at the end of the document and the footer information will be moved to the end of the document.

Teresa McAllister made a motion; John Gerhold seconded the motion to accept as amended. Motion passed.

It was decided to look at this document as an agenda item in January 2023 as a project and goal for spring.

### **23/24 Budget Timeline**

We will review this document annually. The BC Master Budget/Fiscal Calendar might evolve in certain areas as the District and Budget Office becomes more comfortable with the new software. A month-by-month

review of the timeline with notations regarding District deadlines, BC deadlines, expectations spelled out and who is responsible for the monthly tasks were reviewed and discussed.

This year the Budget Office held open labs for two weeks to offer one-on-one help to anyone who had questions. An email was sent 10/12/22 regarding resources available to current employees to review and for new employees to learn the language and how to perform many tasks. Resources include information on how to understand the org structure, what makes up a FOAPAL, what makes up the characters of the FOAPAL and to educate the campus. The Budget Office gives seminars and presentations to SALT, Staff Support Roundtable, Admin Council and different groups to give information and help to anyone who needs it. Some of the seminars were recorded and posted on the Budget Office website.

Kim Nickell said that Program Review was going well at this time and is following the timeline. She has not had an opportunity to do a deep dive yet, but she will be working with the Budget Office for those who have not submitted their departmental information.

A condensed version of the BC Master Budget/Fiscal Calendar will be presented at the Budget Open Forum.

### **District Wide Budget Committee**

The Reserves resolution regarding a motion not to accept the District proposed increase of reserves by 5% was deadlocked. Therefore, the District Wide Budget Committee will not make a recommendation to the Board of Trustees.

The other senates are working on a joint resolution to oppose the current District proposal to increase the reserves. Unless there is an exceptional reason and the District justifies in writing, then the District is to rely primarily on the Senate's resolution.

The next Board of Trustees meeting is Thursday, 11/10/22, which will be in Porterville and voting on the reserve's proposal is scheduled for this meeting.

The committee went over the District administrative unit review timeline which is the equivalent to BC's program review. Each of the units at the District Office does a review of what they have. Then they present a justification if they submit a request for an expansion. The material goes to the Chancellor, she will share the information with the colleges in the coming week. The colleges state what works well, what services are needed and critically look at their requests. This information is returned by 11/18/22. This works best if the colleges participate in this process.

### **Budget Open Forum**

Our next Budget Committee meeting is the Budget Open Forum on Monday 11/28/22.

### **Adjourn**

5:06 John Gerhold made a motion; Cristal Rios seconded the motion to adjourn the meeting. Motion passed.