



Budget Committee

MINUTES for Monday, May 16, 2024

1:00 p.m.

Zoom

Members Present:	Jacqueline Sabanos, Mark Nesbit II, Stacy Surwilo, Megan Leppert, Leah Gualtieri, Roberta Krauss, Shirley Pierson, Catherine Shafer, Sany Ramirez, and Kelly Henwood.
Members not Present:	
Guests:	
Recorder:	Patricia Lopez

AGENDA

Call to Order 1:04 p.m.

1. Welcome/Introductions

2. Approval of Agenda/Minutes

DISCUSSION	<ul style="list-style-type: none"> • Kelly Henwood moved to approve agenda. • April minutes will be shown at the first meeting in fall on September 9th.
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CONCLUSION	
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3. Participatory Governance Handbook

DISCUSSION	<ul style="list-style-type: none"> • At the last meeting there was a discussion regarding the Budget committee’s goals and responsibilities • Although this discussion regarding the Budget Committee usually happens during the first meeting in the fall, VP Sabanos presented • The Budget Committee review and report out on the resource allocation processes and financial position for SDCE including educating and informing Faculty and Classified constituencies. Additionally, the Budget Committee will respond to other financial related information requests from Executive Governance Council to increase financial transparency related to accomplishing the institutional priorities and mission. • The goals of the Budget Committee are, <ul style="list-style-type: none"> ○ Annually review the results of the resource allocation process and provide recommendations for improvements, as needed ○ Periodically review annual SDCE resources to determine trends and patterns ○ Encourage full participation and communication regarding the state, District and SDCE's budgets ○ Review and research budget projections and fiscal policies at a national, state, and local level that may impact the institution • Members of the Committee asked if the re-org could’ve been brought to the Budget Committee for discussion. • Stacy Surwilo gave background about having this discussion at the Budget Committee. Were the faculty voices could’ve been integrated into the process before completed. • VP Sabanos stated that the staffing study and the CPE Consultants worked with the Academic Senate and other areas they engaged with faculty to provide input on the staffing
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	<p>study. Additionally, the Executive President’s Cabinet met with Academic Senate and went over the presentation nearly 20 times at the many open road shows both in person and online</p> <ul style="list-style-type: none"> • Stacy Surwilo informed that the President and the Vice Presidents will be meeting with Academic Senate on Tuesday. Stacy Surwilo invited faculty to join and if they wanted to bring anything up or have questions that would be a good opportunity to do so. • VP Sabanos mentioned that overall the main focus of the Budget Meeting is providing feedback on the Annual Resource Allocation Process. Administrative Services Office (ASO) works and oversees the annual resource allocation process with the input of different constituencies.
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CONCLUSION	
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Old Business

4. Administrative Services Intranet

DISCUSSION	<ul style="list-style-type: none"> • VP Sabanos informed the Budget Committee about the Administrative Services Intranet that provides essential and valuable information. • At the Admin. Services you may find payroll section, job aides, calendar for managers, it has the instructions on how to enter time, how to approve time. Admin. Services webpage has information on events, how to book theater events, etc. This website has been made to facilitate the different services that CE Administrative Services office offers. • The main goal of this site is to display all our policies and procedures on how to do things related to the administrative services area. • VP Sabanos provided the timeline for the Resource Request • Faculty will submit their requests to their program chairs; program chairs will give these requests to their Deans. Program Deans will rank the request by priority. Once the requests are ranked, the program Deans will submit the requests to Administrative Services. Administrative Services will determine which funding sources can be potentially used to acquire requests and will pass the list of requests with potential funding sources on to Deans who manage the restricted funding sources. This is to facilitate the work that they do in funding program plans. Executive management will also be briefed on requested resources and which requests have been funded by program plans.
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CONCLUSION	
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5. May Revise

DISCUSSION	<ul style="list-style-type: none"> • VP Sabanos informed the committee regarding the Governor’s May Revision, it look positive for community colleges. The only thing that was cut for community colleges was the late funding which CE was not entitled to, therefore it won’t impact CE. • The May revised is not final and it may be released by July 1st. • VP Sabanos attached to the ACCCA and ACBO Joint Analysis which overall looks very positive.
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CONCLUSION	
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Action Item [Who?]	
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9. Adjournment Meeting adjourned at 1:24 p.m.

NEXT MEETING:
Monday, September 9, 2024. – 1:00 p.m.
Zoom

Minutes submitted by:

Minutes approved: