Budget Committee

MINUTES for Monday, November 1, 2021   1:00 p.m.   Zoom

Members Present:	Claudia Tornsaufer, Denise Munoz, Floreniza Yumul, Jan Jarrell, Kelly Henwood, , Mark Nesbit II, Jacqueline Sabanos, , Michelle Gray, Deborah Roth, Lorie Crosby-Howell, John Bromma, Jacqueline Hester
Members not Present:	Andrei Lucas , David Anton, Shirley Pierson, Maureen Rubalcaba
Guests:	Alexander Berry
Recorder:	Patricia Lopez

AGENDA

1. Call to Order 1:03 p.m.

2. Approval of Agenda

3. Approval of Minutes

DISCUSSION	Minutes were approved with a change on date from 9/31/2021 to 9/30/2021
CONCLUSION	Claudia Tornsaufer moved to approve the minutes, Dean Jarrell second; motion approved.

4. New Business

4.1. HEERF

INFORMATION	VPA Jacqueline Sabanos informed the committee on the status of the remaining HEERF funding 2 & 3.
	There are $ 3,408,049 allocated for HEERF 2 and $ 4,027,020 for HEERF 3.
	HEERF 2 must be spent by February 18, 2022; while HEERF 3 must be spent by the second or third week of May, 2022.
	Currently, Administrative Services has used HEERF funds to purchase PPE, plexiglass, masks, see through masks for ESL, hand sanitizer stands, hand sanitizer bottles for the classrooms, cleaning supplies. Also, the funding has been spent on technology such as webcams, laptops, OWL cameras, headsets, and scanners.
	Administrative Services has been assisting with the paperwork to hire Instructional Assistants to assist faculty in the classrooms. With HEERF it's been possible to fund distance education initiatives for faculty and provide major upgrades to our technology infrastructure, such as wireless access and digital support to all CE Campuses.
	We are working on an upgrade to campus WiFi. All CE campuses went through a WiFi mapping. Improving WiFi would allow us to facilitate connectivity for all our students and employees.
	The IT Director at the District suggested proceeding with these infrastructure upgrades which would allow us to connect effectively in the next five years, especially considering that CE's equipment is outdated.
DISCUSSION	
CONCLUSION	
Action Item [Who?]	

5 Resource Allocation Process

INFORMATION	VPA Jacqueline Sabanos explained to the group the Resource Allocation process over the past years. This year, however, there will be a new process under the guidance of Administrative Services.
	Former CE President Carlos Cortez asked VPA Sabanos to take the Resource Allocation Process out of the Program Review process.
	VPA Jacqueline Sabanos went over the new process steps.
	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.
	Program Deans that work with restrictive funding will be invited over to the Budget Committee meeting to do a presentation on what their plans are.
DISCUSSION	There was much discussion on the new process for Resource Allocation Process
	The presentation will be an informational item
Action Item [Who?]	Faculty will be invited to the presentation

5 Roundtable

INFORMATION	
DISCUSSION	
Action Item [Who?]	

7. Adjournment Meeting adjourned at 2:00 p.m.

NEXT MEETING:
Monday, February 7, 2022. – 1:00 p.m.
Zoom

Minutes submitted by: **Minutes approved:**