



Budget Committee

MINUTES for Monday, September 11, 2023

1:00 p.m.

Zoom

Members Present:	Stacy Surwilo, Aaron Iffland, John Bromma, Claudia Tornsaufer, Mark Nesbit, Karen King, Bob Pyle, Megan Leppert, Kelly Henwood, Jan Jarrell, Sany Ramirez, Shirley Pierson, Jacqueline Hester,
Members not Present:	Catherine Shafer.
Guests:	Sany Ramirez
Recorder:	Patricia Lopez
AGENDA	
Call to Order 1:02 p.m.	
1. Welcome/Introductions	
2. Approval of Agenda	
DISCUSSION	Bob Pyle move to approve.
CONCLUSION	Motion carried
3. Committee Responsibilities	
DISCUSSION	-VP Sabanos and co-chair Stacy Surwilo review the Budget Committee responsibilities and goals in the Governance Handbook.
CONCLUSION	Approved with minor changes
Old Business	
4. Review of Membership	
INFORMATION	<p>-VP Sabanos review the membership with the Budget committee members.</p> <p>- The committee are looking for representatives for the following programs,</p> <ul style="list-style-type: none"> • ABE and ASC program • Automobile program. • a faculty member from the Information technology program
5. 2023-2024 Budget Allocations	
INFORMATION	<p>- VPA Sabanos presented and review the Budget Allocation.</p> <p>- VP Sabanos gave a quick overview of the different funds that integrate the 2023-2024 budget allocation and how these can be spend/use.</p> <p>-Next month, program managers will make a detail presentation on their findings and their allowable.</p>
CONCLUSION	
Action Item [Who?]	-VP Sabanos will be contacting Program managers for the upcoming meeting in November for a more detail presentation on Budget Allocation.
6. Resource Allocation Model	
INFORMATION	-VPA Sabanos made a quick overview of the Resource Allocation Process, which would stay

	<p>the same as the past few years</p> <ul style="list-style-type: none"> 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. VPA Jacqueline Sabanos has been working with her team on a website with resources that the Administrative Services office oversees. The website also contains the Resource Allocation process. VP Sabanos has been working with Dean Luedtke to establish a timeline for this process. VP Sabanos presented this year's timeline to the Resource Allocation. Dean Luedtke will lead Program Review starting in September, and Administrative Services will start communications on Resource Allocations right after, in mid-September. The Resource Allocation Process is staying the same with a similar timeline.
CONCLUSION	
Action Item [Who?]	
7. Campus Allocation Model	
INFORMATION	<ul style="list-style-type: none"> Director of Administrative Services, Mark Nesbit, provided an overview of the Campus Allocation Model. The campus allocation model, is the way the colleges receive funding from the district. Each year, the district provides all colleges the campus allocation model for the tentative and adopted budget; Currently, the district is working on the adopted budget. Mark Nesbit works with the district, providing them with SDCCE's contract FTEs in this way they calculate the funding for SDCCE's adjuncts. There was much discussion about efforts CE has been making for the past seven years to be at the same level as the colleges regarding FTEFs. Mark Nesbit invited members of the Budget meeting to reach out to him with any budget inquiry.
CONCLUSION	
Action Item [Who?]	
8. Administrative Services Intranet	
INFORMATION	<ul style="list-style-type: none"> VP Sabanos informed the budget committee that the intranet is a work in progress. 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.
CONCLUSION	
Action Item [Who?]	

9. Calendar of Meetings

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| INFORMATION | <ul style="list-style-type: none">- As stated in the Governance Handbook the Budget Meeting meets four times throughout the Academic year.- The next budget meeting will take place on Monday, November 6, from 1 to 2 p.m. |
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CONCLUSION	
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Action Item [Who?]	
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9. Adjournment Meeting adjourned at 2:05 p.m.

NEXT MEETING:

Monday, November 6, 2023. – 1:00 p.m.

Zoom

Minutes submitted by:

Minutes approved: