



San Diego Continuing Education
Budget Committee
Minutes

Monday, February 4, 2019
1:00 p.m. – 2:00 p.m., ECC, Room 185

ATTENDEES/ PROXIES	<i>Committee Members</i>	
	Jacqueline Sabanos, Co-Chair	Timothy Pawlak
	Mark Nesbit II	Barbara Pongsrikul
	John Bromma	L. Carulli on behalf of Denise Munoz
	Joan McKenna	Michelle Gray
	Mary LeDuc	Bob Pyle
	Maureen Rubalcaba	Olivia Flores, Co-Chair
	Kelly Henwood	Cassandra Storey
	<i>Absent Committee Members</i>	
	David Holden	Dora Hernandez
	Carol Wilkinson	
	Andrei Lucas	
	Lorie Crosby Howell	
<i>Committee Guests</i>		
Leticia Flores		

Agenda Item #1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by J. Sabanos at 1:03 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #2: Approval of November 3rd Minutes

DISCUSSION	<ul style="list-style-type: none"> • O. Flores motioned and M. Nesbit II seconded motion to approve. • Motion carried
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item #3: Program Review Recommendation to Budget Committee regarding: Resource Allocation Requests

DISCUSSION	<ul style="list-style-type: none"> • J. Bromma stated that in the last meetings held at the Program Review committee it had been discuss how the Budget Committee would function in regards to the Resource Allocation Requests. <ul style="list-style-type: none"> ○ Program Review has some ideas on how the Budget Committee would assist in the process but a real roll has not been set up yet for the this year Budget Committee. ○ Another discussion held at the Program Review Committee was that it seemed redundant to have the Budget Committee review things that have already reviewed by other committees. • VPA Sabanos asked J. Bromma if the Budget Committee will review the Technology Committee resource requests as stated on the Governance Handbook <ul style="list-style-type: none"> ○ J. Bromma acknowledges he did not have an answer to the question; due to a lack of clarification or direction more than likely the Program Review Committee won't have the B. C. reviewing the scored Technology Resource Requests. • VPA Sabanos informed the Technology Committee ranked the resource requests and put them in the prioritization matrix and these will be presented to Executive Governance Council. • J. Bromma commented that one of the internal questions is what is the exactly the role of the Budget Committee? And due to a lacking of clarification, the Budget Committee won't need to do anything regarding the resource allocation requests. • M. Rubalcaba asked the Budget Committee members if anyone of them knew, what is the roll of the B.C. in other institutions within the district? • J. Bromma thinks it would be a good idea to research what the duties of the B.C. are. • M. Rubalcaba enquired about categorical funding and how it these can be connected to all the different resource requests? • M. Rubalcaba proposed to centralize all resource requests from program review in a main database and work together with VP's assuring an efficient and smart way to distribute funding. • J. Bromma proposed to the Budget Committee members to draft a model defining its role and share it with the PIE Committee and EGC. <ul style="list-style-type: none"> ○ Creating a model could facilitate the process to start using the same language among all committees. • M. Rubalcaba, O. Flores and VPA Sabanos will search the Budget Committees research allocation formula and how to Budget Committee functions in the participatory governance structure for the different colleges. • VPA Sabanos proposed B.C. members to create a list with question about the
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	process and the purpose of the Budget Committee to determine how to proceed and clarified the Budget Committee's functions.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Research Allocation Formula and the Structure of different Budget Committees within the District such as City , Mesa and Miramar College List questions about the process and purpose of the B.C. 	<ul style="list-style-type: none"> VPA Sabanos, M. Rubalcaba and O. Flores B.C. Members 	<ul style="list-style-type: none"> Next Meeting Monday, March 4. Next Meeting Monday, March 4.

Agenda Item #4: Discussion of Categorical Funding Sources

DISCUSSION	<ul style="list-style-type: none"> M. Gray asked if the Budget Committee had any input or purview on the General Budget. VPA Sabanos clarified 90% of the General Budget is designated to salaries. If something doesn't fit within the categorical funding then it can't be funded. L. Crosby-Howell enquired if there was a way to switch the current model c used to free up some money for other items and not only salaries. VPA Sabanos stated that the only thing that can be done to allow more flexibility in the funding would be to increase productivity.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Quotes and Requisitions submission 	<ul style="list-style-type: none"> Dean/Program Chair 	<ul style="list-style-type: none"> Friday January 18, 2019 at 5:00 p.m.

Agenda Item #5: Next Meeting

DISCUSSION	March 4,2019 at 1 p.m. to 2 p.m. in room 185
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item #6: Adjournment

DISCUSSION	<ul style="list-style-type: none">The meeting was adjourned by Jacqueline Sabanos at 1:57 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">None	<ul style="list-style-type: none">N/A	<ul style="list-style-type: none">N/A

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services

Approved on: _____