



San Diego Continuing Education
Budget Committee
Minutes

Monday, September 9, 2019
1:00 p.m. – 2:00 p.m., ECC, Room 106

ATTENDEES/ PROXIES	<i>Committee Members</i>	
	Jacqueline Sabanos, Co-Chair	Bob Pyle
	Carol Wilkinson	Barbara Pongsrikul
	John Bromma	Denise Munoz
	Floreniza Yumul	Olivia Flores, Co-Chair
	Andrei Lucas	
	Maureen Rubalcaba	
	Kelly Henwood	
	<i>Absent Committee Members</i>	
	Lorie Crosby Howell	Dora Hernandez
	Michelle Gray	Mark Nesbit II
	<i>Committee Guests</i>	
	Jackie Clark	
	Stephanie Crosby	

Agenda Item #1: Call to Order:

DISCUSSION	<ul style="list-style-type: none">The meeting was called to order by J. Sabanos at 1:05 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 May 6 Minutes

DISCUSSION	<ul style="list-style-type: none"> • O. Flores moved to approve and J. Bromma seconded the motion. • Motion approved.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Modified the last two bullet points to make one sentence. 	<ul style="list-style-type: none"> • Patty Lopez 	<ul style="list-style-type: none"> • ASAP

Agenda Item #3: Committee Membership Review:

DISCUSSION	<ul style="list-style-type: none"> • J. Sabanos reviewed the budget membership • The budget membership includes 9 program representatives including Deans and Chairs. Currently the B.C. needs program chair and a student representative. • J. Bromma suggested including new program Deans to represent and be part of the Budget Committee and, has every department represented at the B.C. • Although B. Pyle has become a program chair, he will remain participating as faculty from Automotive and Skilled Trades for the B.C. • F. Yumul is the new classified representative to the B.C. • O. Flores will reach out to T. Pawlak to verify/confirm him as a member • O. Flores and VPA Sabanos will work on the membership and make sure is well balance before next meeting in October
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Reach out to program chairs to participate on the B.C. • Membership review 	<ul style="list-style-type: none"> • Olivia Flores • VPA Sabanos 	<ul style="list-style-type: none"> • Next Meeting Monday, October 7 • Before next meeting

Agenda Item #4: Committee Handbook Review:

DISCUSSION	<ul style="list-style-type: none"> • VPA Sabanos presented the Governance Handbook Update timeline to submit any changes to the Budget Committee. • The PRIE office sent out the Budget Committee Self-assessment survey which summarizes the feedback, which could be used to determine the changes that the committee would like to make to the structure, organization and meeting times of the B.C. • VPA Sabanos informed that PPIS funding has become a resource allocation • All changes must be submitted before the next B.C. meeting in October • VPA Sabanos suggested to meet every other month if the members would like
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	<p>to see reports</p> <ul style="list-style-type: none"> • J. Bromma questioned, what the main function of the Budget Committee is, is the B.C. budget recommendations? Or is the B.C. analyzing the budget and preparing reports for constituents? B. Pyle questioned if the B.C. has any authority to make decisions and provide recommendations? • B. Pyle reminded the members that previously the B.C. reviewed the structure of other B.C. among the SDCCD and suggested to review them once again • J. Sabanos mentioned that institutional leadership views the committees more as reviewing and reporting as their main function • There was a discussion on which goals should the B.C. keep. Among those goals is Review the budget allocation model of SDCE and to ensure and represented constituents are apprised of the budget development process and solicit input as needed. • VPA Sabanos questioned the B.C. members which budget would they like to review? Considering that GFU cover 96% personnel • B. Pyle suggested reviewing budgets such as Perkins or PPIS, which are for destine for supplies. • VPA Sabanos informed in past years SDCE received 380,000 in PPIS funding and this year SDCE only got 30,000 contrary to the 80,000 that was expected. PPIS is the only funding source available to purchase copy machines and supplies that are exclusively for instructional purposes. • J. Bromma favor to have more inclusive faculty input budget process within the B.C. since we do not have anything to input on, J. Bromma also proposed to at least work on a report and analysis approach on the B.C. • B. Pongsrikul agreed with J. Bromma on having faculty input as she did with Program Review. • C. Wilkinson stated one of the B.C. duties should be to contribute to the annual resource allocation process. • K. Henwood informed that A. Berry, M. Nesbit and, herself worked on the resource allocation for the Program Review. • K. Henwood commented that the resource allocation process was part of Program Review and recommended to have Dean Luedtke as part of the B.C., since the program review team is the one setting the schedule and the process for next year with input from the grant managers and administrative services as well. • J. Bromma also spoke about the possibility of making the B.C. an informational Committee; this would make the B.C. a useful tool for some faculty and classified people to know how and why expenses are made. This will make the B.C. accessible to the classified and faculty. • VPA Sabanos view these options as viable, she offered as well, providing the state of the finance to the B.C., showing where have been reductions and increases. However, VPA Sabanos asked to move the B.C. to monthly quarterly report. • VPA Sabanos highlighted the importance of defining how often would the B.C. will meet, since the governance handbook will be updated in the
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	<p>following weeks</p> <ul style="list-style-type: none"> • There was a discussion on how often does the Budget Committee should meet • J. Bromma proposed to set up only two goals for the B.C. and invited the members to write their ideas and share them with the committee members via email in this way all changes will be ready for the October meeting • The B.C. members agreed on keeping goal #2 review the budget allocation model of SDCE and, #4 analyze the impact of budget reductions/increases and adding review institutional • K. Henwood suggested having people elaborating reports and presentations for the B.C. such as the resource allocations. •
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Email document and handbook page to PRIE • Members will send feedback and notes to the chair and co-chair. Who will meet before October's meeting • A draft will be send to all B.C. members 	<ul style="list-style-type: none"> • Jacqueline Sabanos • VPA J. Sabanos and co-chair Olivia Flores • VPA J. Sabanos and co-chair Olivia Flores 	<ul style="list-style-type: none"> • October • Before the Next B.C. meeting in October • Week before October's meeting

Agenda Item #5: Budget Committee Assessment:

DISCUSSION	<ul style="list-style-type: none"> • M. Rubalcaba stated there is a decrease on the budget for Student Equity, Basic Skills and, CalWORKS
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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: 2019-2020 Budget:

DISCUSSION	<ul style="list-style-type: none"> • N/A
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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 #7: Next Meeting:

DISCUSSION	October 7,2019 at 1 p.m. to 2 p.m. in room 106
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #6: Adjournment

DISCUSSION	• The meeting was adjourned by Jacqueline Sabanos at 1:56 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

Approved on: _____