College Budget Committee
Meeting Minutes
Wednesday, Sep 25, 2019
Gullo I Conference Room 3 pm – 5 pm

Membership Present:
Associated Students (2): (AS Student President Luong Nguyen)
Classified: (4) Mayra Garcia
Faculty: (8) Teck Ky, Janice Assadi, Randy Pratt, Melody Barta
Management: Eugenio Canoy, Maniphone Dickerson, Michael Osorio
Ex Officio: Andrea Alexander, Kathy Tran

Guest Present: Jaclyn Johnson, Adela Swinson, Bianca Lopez, Jacque Honda

Call to order. Eugenio called the meeting to order at 3:05 pm.

I. Agenda: Agenda approved.

II. Minutes: Minutes/Notes from 4/10/19 approved.

III. Public comments: None

IV. Recognition and Announcements:
Faculty: Melody Barta
MSC: Michael Osorio
Classified: Hoa Pham, Cathy Kost

V. Reports
A. Update: Resource Allocation Model (RAM) - VP Alexander reported on the RAM. (*Audio Recording available online*)

B. Budget Report – VP Alexander reported on the Budget Report. Jacque Honda reported on the Resource allocation model the importance of its alignment to Program Review and Accreditation. (*Audio Recording available online*)

C. Training – Business Services – Kathy and Saloshni reported on the DocuSign training. (*Audio Recording available online*)

VI. Information/Discussion Items:
   A. Chair Nomination 2019/2020 - Melody Barta is nominated by Tek Ky to chair the committee for 2019/2020. No other nomination recommended.
   B. College Budget Committee GOALS 2019/2020 – The committee are to bring Committee Goals to the next meeting.

VII. Action Item
   A. Motion to Approve Melody Barta as the Chair for the 2019/2020 school year. (Unanimous)

VIII. Adjournment: Meeting adjourned at 4:30 pm.

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College Budget Committee
Meeting Minutes
Wednesday, February 26, 2020
Gullo I Conference Room 3 pm – 5 pm

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Membership Present:
Students (2): Melanie Lu, Nguyen Luong
Classified: (4) **Mayra Garcia**, **Cathy Kost,** Hoa Pham
Faculty: (8) **Janice Assadi**, **Melody Barta**, **Lisa Hays**, Poonam Khare, **Teck Ky**, **Randy Pratt**
Management: Eugenio Canoy, Maniphone Dickerson, **Michael Osorio**, Adela Swinson**,**
Ex Officio: Andrea Alexander, **Saloshni Chand**, Kathy Tran

Call to order. Barta called the meeting to order at 3:04 pm.

I.   **Agenda**: Agenda approved
        Three minute limit general comments – 10 min for explanation. We will have a list of
        public comments ahead of meeting
II. Minutes: Minutes/Notes from 2/12 approved with minor changes - motion by Randy Pratt
and approved by Teck Ky.

III. Public comments:
Randy Pratt: obligation of faculty that they are involved with budget process. There are different
ways the senate has authority. Process – budget development obligated by law for mutual
agreement. See diagram. Mutual agreement before it goes to the board. Senate is not a gate-
keeper for budget. It's the law. I have to carry that responsibility.

Eric Narveson: I am a past president of academic senate. Interested on being a member. If faculty
cannot represent from a division, we can ask other members of divisions. I can help with
procedure.

Randy Pratt: Need faculty representation on the District Budget Committee has four meetings
left. The next one is March 26th at 2:00 PM at the DO (CR-112). If interested, contact Randy.

IV. Recognition and Announcements:
        Welcome Abeer AbdelHalim - new member for Business and Workforce representing
CSEA.

V. Reports

VI. Information/Discussion Items:

A. **Criteria review for Fund 10 and 17**

    Saloshni: Allocation amounts for fund 10 = 150K and 17 is 25 K.

    Fund 10: No salaries and benefits. Not ongoing. Can be instructional or not. Hourly
    is fine.

Fund 17: no salary or benefits. Can be instructional only, not ongoing, one-time spending. Has to be in the classroom and the student needs to take something away – for example printouts. It can't be a continuous use. RAM should fix that, but we are in transition now.

B. Calendar of items needed from CBC between Feb – May 2020

The IEC will forward to the Tech Committee and the Academic Senate – FT faculty, facilities related, chairs, etc. The committees will approve the item and AS forwards approvals. IEC forwards the request from current Program Review (PR). The deans got the requests for those not in the current PR cycle. Deadline next Friday, March 6th for those requests. If no PR, or not listed on PR, cannot consider requests. Once all is in, we look at all and make decisions – 175 K total and have 10 times that in requests. Only committee members can vote.

Teck Ky: been on committee 15 years. Voted last time and had applicants defend their proposals. They should not be here during the vote. If you are requesting money, don't abstain from the vote. Keep your right to vote. We will record the comments and they will be posted on website.

Randy Pratt: Ground rules?

10 minutes total for all including comments and questions. Decide ALL the rules next meeting and record. Put on the agenda.

Melody Barta: have all requests at one time. Vote the second meeting. Could ask them to submit PR request.

Randy Pratt: recommends all get same opportunity.

Eric Narveson: Can make the rules now and vote.

Bianca Lopez: Classified not given opportunity.

Melody Barta: we can let some requesters clarify if we can't understand.

Randy Pratt: Propose we do now and Hoa seconded.

Randy Pratt: We want everything on SharePoint. Who was funded last year and who was denied? Do we need to know if it is a repeat request from last year?

Cathy Kost will send names to Eugenio and will help with list.
Needs vs. non- needs.

Lisa Hays: If we can't buy a set of microscopes at one time, it will cause problems. Consider all requests on a list.

1. Simple 1-3 point spread
2. Send written narrative
3. Tally
4. Available on SharePoint bring to 25th meeting
5. Discussion

Use next meeting 3/11/20 for inviting for presentations and limit to three minutes for presentation.

On March 25th closed meeting members only. Will vote on highest ones and discuss order until we get to our limit. Things to remember: Confidentiality, only members vote.

Hoa Pham made a motion to accept the procedures and Teck Ky seconded. Vote passed

March 11, 2020 we will do scoring.

Final vote on the last meeting of the month, already done tally. March 6th is last day to submit narrative and priorities.

Need the list prioritized from proposers.

Committee can make a first pass, then discussion, written narrative instead of presenting. Reach out for narrative from each proposer. Tech Committee meets the 18th. We can't approve until after that.

Process. Need to have facilities and tech approve. Melody will send to tech and facilities.

We get approved this year for spending next year (July 1, 2020).

VII. Action Item

VIII. Adjournment: Motion to adjourn by Cathy Kost and approved by Hoa Phan. Meeting adjourned at 4:47 pm.

Next meeting: Wednesday, 3/25/20 at 3:00 PM in the Gullo I Conference Room

Membership Present:
Students (2): Melanie Lu, Nguyen Luong
Classified: (4) **Mayra Garcia, Cathy Kost, Hoa Pham**, Abby
Faculty: (8) **Janice Assadi, Melody Barta, Lisa Hays**, Poonam Khare, **Teck Ky, Randy Pratt, Liza Kramer, Lorena Mata,**
Management: **Eugenio Canoy, Maniphone Dickerson,** Michael Osorio, Adela Swinson**,**
Ex Officio: Andrea Alexander, **Saloshni Chand, Kathy Tran**

Call to order: Melody Barta called the meeting to order at 3:07 pm.

I. Agenda: Agenda approved –Hoa Pham made motion to approve, Cathy Kost seconded.
   Three-minute limit general comments – 10 min for explanation. We will have a list of public comments ahead of meeting

II. Minutes: Minutes/Notes from 2/12 approved with minor changes - motion by Randy Pratt and approved by Mayra.

III. Public comments:
Antoinette Herrera – We need to take into account the need for additional classified staff.

IV. Recognition and Announcements:

V. Reports

    A. Explanations of funds requests (3 minutes each)
       1. Claudia Barbosa from Affirm – This request is for summer into fall based on our Program Review. There is a screening committee for a FT counselor in the works. HBCU Historical black colleges – this is a success pathway for our students. They can follow the Umoja program. Worked with math department – focus on math and English. Helps students to complete transfer level math and English. Starter kit with laptop will help students
       2. Celso Batalha from Astronomy – We have to have an Astronomy path for students. The student population reflects our diverse students. The astronomy program is trying to bring equipment to serve other classes in sciences. African Americans and Hispanics need this path. They need programs and activities to interact with others. We want equipment with a mount for a spectrograph. Can access a lot of information from stars with that.
       3. Mike Risso from Physics – In the department we have equipment and it fails because of battery issues. This is critical for operations. For Science club there is research in cosmic ray detection. We want to make a portable unit to take outside. We need the evaluation board. This will be critical for students to

access data. The Science Club is important and introduces to what science and research is all about.

4. Ebonnie Hopkins from Financial Aid. We are looking to purchase College Scholarship software. The scholarship process is a college-wide process and review. Now have a more efficient process than we used to have. In the past, we purchased software through discretionary funds.

5. May Chen from Biology – We need an autoclave and microscope. We have used them all until they can't be used anymore. What happens if we don't have microscopes? We can't have the class. With virus, students need to not share equipment. We have to sterilize everything after each class. Safety is first.

6. Randy Pratt – Adventure based courses – These courses won't earn a lot of money for students, but items are essential and students couldn't afford to do this on their own. I supply all equipment and am not asking a lot. Need Paddle board stands, climbing hardware and webbing especially. Hope to get essential items. Experiences can be very powerful for students. It is a moment in time they won't forget.

7. Lorena Mata library – completed Program Review. Our needs fall under Student Support and Academic. Need 10 laptops. Old ones are so old they can't function. Need PCs as well. The faculty needs students to have own computer, including webcams for student use to use or take home. Need e-books that are easy to navigate and make available 24/7. The new system – Alma –not intuitive. Need training (three days). Needs are student priorities.

8. Preeti Srinivasan for Chemistry –We need eight computers. We need the computer to run software. We have seven computers and have four sections that use these. Need license upgrade too. Servers are updated, but Spartan software won't work now. We need thermometers to replace old mercury thermometers. They are a hazard for breakage.

9. Rachel Lazo and Sylvia Min for Art – need color printer really bad as it is past service list. Need to test color. This is connected to Program Review and students need to print. Printer first, then in the Gallery display monitor– we want to showcase digital work too. Need a sound bar. Want to include digital work for juried art shows. We need updated computers in the labs. Now we are assigned to labs that cannot even access Canvas.

10. Mayra Garcia with Enlace – Latinx community is large and we don't have a program budget. AB705 and guided pathways has changed the way we need to support students. Need the online code access for the math class – serves as textbook and practice and all are used in coordination. We also do outreach and orientations. Need online counseling and marketing materials. We are developing a video orientation, flyers and brochures.

Randy Pratt – do we all have access to SharePoint?

VI. Information/Discussion Items:

C. Discussion/approval of Innovation Funds rubric (received last meeting)

Kathy: Explanation – funds were given to the college from President and VP. Anyone can apply for funds to support students – three areas – new, not expansion, through facility master plan and accreditation. We are enhancing areas with new innovative ideas. There is assessment built in and must be measurable. The more areas you hit the more points you get for proposal. Where is the base and is it growing? If working, need to continue to fund. Innovation fund to kick start the process. If no growth, do we pull funding? We don't want to rush the new process.

This is new money implemented from the District Office – 125K. If RAM will get implemented, this is a trial. Need time to propose and look at criteria. Maybe for Fall 2020 semester.

Conversation: Moni Dickerson: Shared governance will align with the Senate. No administrator can stop the process before it is done. Change wording so administrators cannot stop proposal but can make recommendations. Intent today is to discuss and vote.

Rubric does not address her proposal. Master plan is building, etc. How to define innovation?

Kathy Tran - AB705 and guided pathways. Was there clear communication? If you skip the Deans and VPS, they are out of the loop and need to be aware what is being proposed.

Lorena Mata– can I emulate a project from another college, just not here? Hard to compete with the other extra points.

Moni Dickerson – It will be based on outcomes. You have to be creative with proposal.

Mayra Garcia: How does the rubric fit into categories?

1. Approve and deny – want acknowledgement and recommendation to approve or deny
2. Submitted to deans – so they can help with the process in case they know something.
3. Do not want to fit all the criteria.
4. How many things can you capture?

Janice: We do not want proposals while people try to "make it fit." With only 125K – realistically, how many departments can we fund? How can we do this as a committee and as a college? There may be needs that are not across the board – like writing a grant.

Proposal: We want acknowledgement by the deans and VPs with recommendations to approve or deny. Motion passed.

Veterans do program review. We can look at that. As far as rubric go, we will look at others. We are not at point right now to go with this rubric.

Randy Pratt – all is new. We want a program to do something different than they have been doing it. How are we defining innovation? What if they are doing something different already? Change verbiage on rubric and sequence of time. Get other rubrics and put up on SharePoint.

Teck Ky- We need to set parameters. Students need to be in six units in order to be an ambassador.

Budget Requests – Do not share the requests. This is a summary and exceeds allotment.

Moni Dickerson – There are operational costs here – how to separate that out? Look at next year how to support departments on operational costs. Need to look at that before we look at one-time-funding. This is not an efficient way to operate as a committee. Bring to senate and college council and hope RAM reflects the needs of the college. We have a strategic cycle and have documented our needs. Now we need an information chart. The way we have been doing this is not prudent. We are in a deficit every year.

Randy Pratt- this is RAM and we should get that up. "Asinine system now"

Melody Barta: Broken process. Would like to take requests to the Board.

Kathy Tran– Not all items get bought each year. If approved, they will not need to be purchased the following year. Look at discretionary funds. Instructional is limited.

Lorena Mata - I see many computer laptops. What happens when the ones we have go bad? If they were updated by CTSS, we wouldn't be worried about the computers.

Make recommendation to Tech Committee. We definitely need a Needs Assessment for campus.

Hoa Pham - For equipment we depreciate equipment and that should be addressed each year.

Melody Barta - we can't approve Technology requests. Those have to go to them first.

Kathy Tran: That is the process of this committee – Program Review or not on the Program Review. Those are supposed to go through Tech to give us recommendations. We passed to Tech, and they are working on it and hope to have it done by next meeting. The same goes for safety and facilities committee.

We will update list and we are going to look at the Program Review to see if items are on them.

Kathy Tran – I recommend we look at the Program Review and separate funds 10 and 17.

Randy Pratt – We can have IT look for computers that need to be refreshed. This document should be taken and make sure it is addressed by RAM. City College has funds. Take to all constituency groups and make needs known.

Lorena Mata – The process I went though was time consuming. I had to look at the Program Review and get with all Library folks. We listed specifics – cost, contact CTSS, sent to dean, but didn't get any funding. It is a cumbersome process.

Kathy Tran – For process - review and recommend; the goal is that after graduation in July we will get the funds and have a year to work with it. Next meeting to decide in full.

Melody Barta - We will do this all next meeting. See process from last minutes. It will be a closed session. Do we wait for the Tech and Facilities committee input? There is the fear that Safety and Facilities did not meet this week.

Rank all items and send out clarification.

Homework is to look at the list and rank 1-3.

Remove two items from Library, but leave on the list. Assign 0 score for those items. For consultant, should split because it is both colleges.

Cathy Kost will put scores on final list and bring to meeting.

Moni Dickerson - Look at it the way it is now. Lisa submitted a ranked list. We will vote on everything.

VII. Action Item

VIII. Adjournment: Motion to adjourn by Hoa Pham and approved by Lisa Hays. Meeting adjourned at 4:52 pm.

Next meeting: Wednesday, 3/25/20 at 3:00 PM via Zoom.

College Budget Committee
Meeting Minutes
Wednesday May 13, 2020

Zoom Recording in lieu of minutes

Link: https://cccconfer.zoom.us/rec/share/3_NsHani33FISKvs9WHya5MjQ4XhX6a80CVL_PcFyEYAA-38yB6wfuZ_FRIJbqi2?startTime=1589406955000