



**BUDGET COUNCIL MEETING**

**September 21, 2022; 2:30pm – 3:30pm**  
**LRC 250 | [Teams Link](#)**

AGENDA ITEMS	ACTION NOTES
<b>Introductions</b> (Janet Houlihan)	
<b>Co-Chair Selection</b> (Janet Houlihan/All)	<ul style="list-style-type: none"> <li>Janet Houlihan made a call for committee co-chair. Martie Ramm Engle expressed her interest, and Annamaria Crescimanno seconded Martie. There were no objections. Martie Ramm Engle named as committee co-chair.</li> </ul>
<b>Orientation</b> (Janet Houlihan)	<ul style="list-style-type: none"> <li>Janet Houlihan presented an overview and rationale of the new committee structure, shared the participatory governance documents: Comprehensive Master Plan, Strategic Plan, Decision Making Guide and Governance Structure that drive the spending plan, reviewed the council’s purpose, responsibilities, and goals in making assessments and recommendations, what the committee will review, committee meeting schedule and modality, and web spaces – the website is in progress and Teams channel is live.</li> <li>Annamaria Crescimanno requested more information on the program review process, list of requests, and cycle timeline to be transparent and forward facing for faculty and others.</li> <li>Janet Houlihan reviewed the committee membership and identified the vacancies. Clarification of terms (1-2 years) is needed for some seats, and how terms will be staggered. Brian Thill suggests having 2- and 3-year terms instead of 1- and 2-year terms. Dorsie Brooks accepted the recommendation that she serve as the Special Funding or Grant Representative. Classified Senate is to identify one Classified member, and CCFE is to identify one Classified member. Janet to work with President McGrath to identify the Dean or Manager at large.</li> <li>Budget Council to meet with Planning Council at least once a semester, or additionally as needed.</li> <li>Paul Wisner requested sharing of the process for review and approval of funding and establishing a plan/schedule to meet timelines for tentative and adopted budget.</li> <li>Pete Bouzar suggested there be a manner for members to request topics to be added to the agenda prior to the meetings.</li> <li>Janet Houlihan shared upcoming topics for discussion, which includes a presentation on the District Budget model by Vice Chancellor Drinkwine at the Oct. 5<sup>th</sup> meeting, review of the Program Review Funding Requests, overview of the District and College budgets, how planning will be integrated, and how the committee will use touch points to evaluate its work and progress.</li> </ul>
<b>Program Review Funding</b> (Janet Houlihan)	<ul style="list-style-type: none"> <li>Janet Houlihan shared the Program Review funding timeline established at President’s Cabinet. Program Review requests will be reviewed by Budget Council on Oct. 5<sup>th</sup> and returned to President’s</li> </ul>

	<p>Cabinet on Oct. 12<sup>th</sup> to make final recommendation.</p> <ul style="list-style-type: none"> <li>• Martie Ramm Engle raised concern about the request quotes increasing over the time of this process creating a short in what's funded. This issue will need to be resolved. Annamaria Crescimanno suggested a % is built into the request to account for an increase.</li> <li>• Annamaria Crescimanno suggested there is transparency and communication around the process and criteria for funding, notification to requesters, list of what was recommended for funding, as well as how the cycle closes, and when mid cycle begins.</li> </ul>
<p><b>Announcements (All)</b></p>	<ul style="list-style-type: none"> <li>• Other topics requested by the group include: <ul style="list-style-type: none"> <li>• Program Review process and Mid-cycle review information</li> <li>• Review of budgets (Campuses and District)</li> <li>• Revenue and expenditures</li> <li>• Categorical funding and spending</li> <li>• Ending balances</li> <li>• District operating costs</li> </ul> </li> </ul>

**Participants:**

Pete Bouzar, Susie Castellanos, Annamaria Crescimanno, Tiffany Glover, Jessica Jacobs, Martie Ramm Engle, Brian Thill, Matt Valerius, Paul Wisner

Additional participants: Dorsie Brooks, Kevin Harrison

(~~Strike through~~ = absent)