

Minutes for Budget Committee

Monday 3/24/25 4:00 p.m.

Attendance

Co-Chairs:

Faculty Co-Chair: Kailani Henry

Administrative Co-Chair: Queen King

Classified Co-Chair: Victor Crosthwaite

Student Co-Chair: Yazahydi Samaniego

Members Present:

Alex Lewis, Angela Williams, Jessica Wojtysiak, Kelvin Winston, Kimberly Nickell, Nick Strobel, Somaly Boles, Tim Bohan

Members Not Present:

Angela Williams, Cesar Jimenez, Erica Giblin, Jerry Fliger, Jessalyn Choate, Jo Ellen Barnes, John Bolton, Kyungjin Menjivar, LeAnn Riley

Scheduled Meeting Dates/Times

- 04/28/25 @4:00pm-5:00pm Budget Committee meeting
- 5/1/25 @4:00pm-5:00pm Budget Open Forum

Called to Order

- Dr. King called meeting to order at 4:02 p.m.

Approval of Agenda

- Approval of Agenda
 - Request to change the BC Budget Update from Measure G to Measure G & Measure J Updates.
 - *Motion to approve agenda with change/ First Victor Crosthwaite – Second Nick Strobel*

Approval of Meeting Minutes

- Approval of 1/27/2025 Meeting Minutes
 - *Motion/ First Nick Strobel/ Second Jessica Wojtysiak/ Approved*

BC Budget Update

FY26 Program Review – Dr. King

Divisional Budget: Dr. King and Somaly Boles have agreed to a goal to document budget processes and the workflow of the processes to create transparency after this budget process.

For FY26 all program review budgets were submitted. These budgets were summarized, reviewed by the Budget Office and Dr. King. These budgets were sent to their respective executive leadership for review by March 31, 2025. At that time, the Budget Office will start the consolidation process for the GU001 budget.

Facility/IT Requests: Facility requests went to the Facilities and Sustainability committee. They were reviewed and prioritized and have been sent to the executive team for initial review.

The IT requests were sent to the ISIT committee and were also reviewed and prioritized and sent to the executive team for an initial review.

Restricted Budget – Somaly Boles

The process for the restricted budget includes managers for certain grants, and restricted funding, such as parking. Those budget development forms were distributed the week of March 17th. These budgets are due 4/11/25.

Labor Status – Somaly Boles

The budget office calculates labor (salaries and benefits) and consolidates this information for budget manager and executive review.

In April, the college will receive its tentative FY26 budget allocation.

Faculty Obligation Number (FON) – Jessica Wojtysiak

Jessica Wojtysiak provided an overview of FON and provided the definition. The FON is representative of the minimum number of faculty hires determined at the district level.

For Fall 24, the District's FON was 495; of this number BC employed 360 full time faculty. The 2025 FON was 484.80. BC will hire sixteen tenure tracked faculty.

Instruction evaluates the needs of the departments in faculty hiring. BC is working with the district to improve the faculty hiring process.

KCCD Budget Updates

Capital Outlay Process – Dr. King

Interim Associate Vice Chancellor of Facilities and Construction Daniel Reed created a document outlining the capital outlay project responsibility for KCCD and college facilities. This document was provided to the Budget Committee to provide any feedback to Dr. King so the district can finalize the responsibilities.

Dr. King informed the Budget Committee that BC representatives (M&O and/or Dr. King, sometimes President Fliger) attend all construction meetings to monitor scope, budget, compliance, and ensure departments have a voice in the construction projects.

5-Year Construction Plan – Dr. King

The college submitted a BC 5-year construction plan to the District earlier this month. Current projects in the capital plan include the agriculture building, student housing, soccer fields, CSS building, pool and maintenance building, and the Delano Campus monument sign/sidewalk and landscape building. New projects submitted for the capital plan include the teaching kitchen-culinary arts, allied health building, hospitality and culinary arts at Arvin, and the Fine Arts building. Additional capital improvements include wayfinding and renovations of the old gym.

Scheduled Maintenance – Dr. King

Scheduled maintenance requests are not due until October. M&O is working on a list of projects. These projects will be reviewed by the Facilities and Sustainability Committee in September.

Measure G and Measure J updates – Dr. King

As it relates to Measure G and Measure J updates, the Bond Oversight Committee met last week and discussed the Measure G and Measure J audits. Both audits were clean.

There is approximately \$4.9M related to earned interest in Measure G funds. \$4M will be divided among each college and the district for projects on each campus. The remainder of the funds will be used to cover possible bond closeout fees. The audit reports for Measure J and G are located on the KCCD website.

The KCCD Finance and Audit Committee and Board of Trustees must approve the distribution of funds. Each college was asked to provide a spending plan. BC's spending plan includes a request for campus wide ADA projects, college safety, and campus rekeying project.

District Allocation Plan & Feedback

District Allocation Plan – Dr. King

Dr. King requested feedback regarding the draft of the district allocation plan. One of the budget committee members inquired regarding the Student Center Funding Formula (SCFF). Dr. King confirmed that there were no updates to SCFF. The allocation is still: 70% is base allocation which is based on enrollment, 20% is supplemental allocation and 10% is student success.

Dr. King requested that any additional feedback be provided by Wednesday, March 26, 2025, to submit to the District Wide budget Committee.

District Wide Budget Committee Update

District Wide Budget Committee – Dr. King

The District Wide Budget Committee postponed its meeting to allow time for the BC Budget Committee and leadership time to review and provide comment regarding the draft district allocation document.

Budget Open Forum – Dr. King

In the past the Budget Open Forum took the place of the monthly Budget Committee Meeting. Earlier this year, we discussed the importance of keeping the monthly Budget Committee meeting and having a separate Budget Open Forum. It is important to have the forum before the faculty leave for the summer and a date that does not interfere with calendared commencement activities. It was decided to have the Budget Open Forum on Thursday, May 1, 2025, at 4:00 p.m.

Meeting Adjourned

- *Motion/ First Victor Crosthwaite / Second Kailani Henry/ Approved*

The meeting was adjourned at 4:50 p.m.