



Santa Monica Community College District
**Budget Planning Subcommittee of the District
Planning and Advisory Council (DPAC)**
MEETING MINUTES – November 4, 2020

A Virtual Meeting of the Budget Planning Subcommittee will be held Wednesday, November 4, 2020 at 2 pm.
Join: <https://cccconfer.zoom.us/j/91970461783> or Telephone: (669)900-6833, Meeting ID: 919 7046 1783

I. Call to Order 2:03 pm

Members:

- Mitch Heskel, District Representative
- Chris Bonvenuto, District Representative, Co-Chair
- Teresita Rodriguez, District Representative
- Tracie Hunter, District Representative
- Vacant, Academic Senate Representative
- Nate Donahue, Academic Senate Representative
- Matt Hotsinpillar, Faculty Association Representative, Co-Chair
- Peter Morse, Faculty Association Representative
- Martha Romano, CSEA Representative
- Dee Upshaw, CSEA Representative (Absent)
- Dagmar Gorman, CSEA Representative
- Mike Roberts, CSEA Representative (Absent)
- Tafari Alan, Associated Student Representative
- Mohamed Najar, Associated Student Representative
- Caden Gicking, Associated Student Representative
- Tbd, Associated Student Representative

Interested Parties in attendance: Elaine Roque, Jamar London, Jessica Gonzalez, Dione Carter, Cindy Ordaz

II. Public Comments

III. Approval of Minutes: October 21, 2020 Approved unanimously

IV. Reports/Discussions

a. MSI CARES Act Fund \$803,053 Deadline to use funds: May 31, 2021. The proposal presented:

- 1) Academic Affairs \$350k to ensure classroom resources are available for effective distance learning
- 2) Student Services/Enrollment Development \$200k to address needs in Student Services and Enrollment Development
- 3) Information Technology \$100k to access specialized software, online labs, other technology infrastructure improvements
- 4) Return to Campus Preparation \$153,053 to purchase PPE, clear shield desk dividers, etc

Motion to approve the allocation of funds as delineated by document attached, with the understanding that area VP's have the responsibility to allocate the budget for specific items, but will also collaborate with all constituent groups in developing ideas for budget allocation.

Motion made by: Nate Donahue, 2nd by: Peter Morse

YES: 9 NO: 4, ABSTENTIONS: Mohamed Najar, Caden Gicking

* Proposed MSI CARES/HEERF Funding Plan attached

b. Chris Bonvenuto shared the changes made to Fund 1, Fund 3 and Fund 40 as a result of FY 2019-2020 closing. The auditors made prior year adjustments due to overestimate in allowances for non-resident and Student ID Fee collectibles, recognizing over allowances and updating changes because of state and federal guidance.

V. Adjournment: 3:47 pm

For all documents, visit www.smc.edu/ACG/DistrictPlanningPolicies/Pages/Budget-Planning-Subcommittee.aspx

Future Budget Planning Committee Meetings: Meetings will be on 1st and 3rd Wednesdays of the month, except as noted, and will begin at 2:00 pm.

Santa Monica Community College District Proposed MSI CARES/HEERF Funding Plan as of October 29, 2020			
	Amount	Responsible Parties	Use
Total Available MSI HEERF/CARES Funding:	\$ 803,053		
<i>Proposed Uses:</i>			
<i>Academic Affairs Instructional Fund:</i>	\$ 350,000	Jenny Merlic	To be used by Academic Affairs to ensure Academic Departments have the classroom resources available for effective distance learning during the pandemic. Example of acceptable use: Purchasing additional technology equipment, equipment and training for employees, software licenses, student lab kits or services used to directly support the classroom learning
<i>Student Services/Enrollment Development Services Fund:</i>	\$ 200,000	Michael Tuitasi/Teresita Rodriguez	To be used by Student Services to ensure Student Services and Enrollment Development departments have the resources available for effective support services during the pandemic. Examples of acceptable use: Purchase of services to improve department response time to student requests, services to improve tutoring and proctoring availability, equipment and training for employees, food and housing aid, textbook loan program, software licenses or services used to directly improve the student experience. Addresses Survey: Question 4 Responses 2, 3, 4, 5, 6, 7, 8, 9
<i>Information Technology Fund:</i>	\$ 100,000	Marc Drecher/Jenny Merlic/Dr. Jeffery/Mike Tuitasi	To be used by Information Technology in collaboration with Academic Affairs and Student Services to improve access to specialized software, online labs, and other technology infrastructure improvements. Addresses Survey: Question 5 Responses 1, 2, 3, 4, 5, 6, 7, 8, 9
<i>Return To Campus Preparation Fund:</i>	\$ 153,053	Chief Adams/Devin Starnes/Mike Tuitasi	To be used by EOT to prepare the physical campus for return from an online modality. Examples of acceptable uses: Plexiglass barriers, PPE, cleaning/disinfecting equipment, signage.
Total Proposed Expenditure Plan:	\$ 803,053		