



Business, Design & Workforce Tri-Chair Meeting

Friday, 2:00pm-3:00pm | April 24, 2023

Virtual Zoom: <https://smccd.zoom.us/j/87455590970>

<https://smccd.zoom.us/j/88661276645?pwd=QWN6dmEOL1BNaktiOHZUaWIDM0REdz09&from=addon>

Tri-Chair: Hyla Lacefield - Dr. Julian Branch - Billy B

Guests: *Ludmilla Prisecar [Vice President, Administrative Services]*

Mary Chries Concha Thia [College Business Officer]

LIVE DOCUMENT

Reviewed Strong Workforce requests can be found here:

https://docs.google.com/spreadsheets/d/19nSKMuD6CMp2ls255_0aZKeK7BF-8JZ37KygO-SzyUc/edit?usp=sharing

Process for year 7... Year 8?

- Considering college's goals and needs.
- Be vigilant about when reporting is started and completed.
- Budgeting
- Allocation

- Reporting requirements
 - Correlation between business office and what is being submitted.
 - How do we want to do this going forward?

- Concentrate on:
 - What is working currently?
 - What is effective?
 - Which projects are serving the best interests of the college?
 - In some cases, is it shrewd to return money to the state if we cannot spend it responsibly on productive projects?
 - Anything that is not allocated needs to go in an entirely different budget.

- How are we going to keep track of all the approvals?
 - Discussed new process going forward to have a streamlined report of what is approved, not approved, and who it was reviewed by.
 - Current steps:
 - Review Excel sheet.
 - What is approved, not approved, by who.
 - Cannot be edited except by Dr. Branch, Ludmilla Prisecar and Mary Chries
 - Report approved costs of projects in Banner.
 - Pull BAVL report in NOVA to make ensure budgets are correct and align with allocation.
 - Fiscal year for SMCCCD:
 - Begins July 1
 - Ends June 30th of following year
 - We are currently in fiscal year 22-23
 - Dr. Branch will be researching Strong Workforce reporting for various colleges in the bay area and reporting his findings on best practices to Dean Lacefield.
- Does Banner match up?
 - Are our budgets cleaned up?
 - Can we pull a BAVL report for local and regional for each year?
 - *Mary Chries pulled a report to review during meeting...*
 - *We are not confident that the budget in Banner is correct.*
 - *Numbers do not appear to align with NOVA.*
 - We MUST eliminate all questions and confusion regarding the above and confirm all numbers are correct.
 - This will ensure reported allocated funds are correct.
 - How much did we spend?
 - How much can we approve?
 - *Ludmilla walked us through the template, what is committed, etc... Stressed that we must exercise learning to use Banner and NOVA and completing reporting accurately and in a timely manner. Will provide Dr. Branch with a list of approvals to report on.*
 - *Mary Chries reminded us that a process must be put in place and used consistently so we can always view a correct balance.*
 - *So many people are viewing the reports that the process needs to be streamlined.*
 - **Report on what is current.**
Instruction via Rock Pfothenauer, BACCC Co-Chair
rock@baccc.net
- Discussion on lottery fund usage:
 - Budgeting perishable or single-use supplies?
 - Classroom supplies/materials/supportive products used in-classroom.

- Must review if items qualify if they might otherwise be considered gift of public funds.
- Review Menlo Part to ensure everything is coded correctly.