



Business, Design & Workforce Tri-Chair Meeting

Friday, 9:00am-10:00am | May 4, 2023

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

<https://smccd.zoom.us/j/88661276645?pwd=QWN6dmE0L1BNaktiOHZUaWIDM0REdz09&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

Dr. Branch's agenda for today's meeting:

- “Review follow ups from past submissions
- Review any new submissions
- Review Year Six Budget and Confirm allocations
- Review SW process for allocating Funds
- Review how to find new projects”

Software Request by Mary Hale... *not addressed.*

Law Library: Jim Butterfield has requested a meeting to discuss due to supplanting.

BACCC: Does not recommend lumping charges and prefers itemized projects.

This helps to determine outcomes based on each project.

Ludmilla:

Every month before the 25th, charges on ProCards must be recorded so that reports will be accurate.

Started discussing Year 7 Budget Tracking – Local Funds:

Allocation: \$802831

Ongoing commitments

Available funds

All numbers will be pulled directly from BAVL reports

Mary Chries:

“Total Salary and Benefits for next year is \$392,982.93
Local, \$155,942.67 and Regional \$237,040.26”

Ludmilla:

Requests prior warning for pulling reports and data prior to meeting.

Discussed Year 6 for perspective:

Budgets are not all clean.

If budgets are not clean, reports pulled will be inaccurate.

We should avoid, “shadow budgeting.”

Mary Hale and Mercedes Whites’ salaries were misplaced, confusing the budgets further.

Budgets for conferences, who we want to send, remaining consistent with following the process, informing supervisor, etc...

Business Office will break tie if a Tri-Chair member makes a request and cannot vote.

We are very behind on reporting for Year 6.

Liliana will be included in future meetings.

Two meeting topics to schedule with business office:

How to chunk totals for reporting on Year 6.

Everything that has gone through the Tri-Chair process has been budgeted.