

**SAN DIEGO
CONTINUING
EDUCATION**

**San Diego Continuing Education
Budget Committee
Minutes**

Monday, November 4th, 2019
1:00 p.m. – 2:00 p.m., ECC, Room 121

ATTENDEES/ PROXIES	Committee Members	
	Jacqueline Sabanos, Co-Chair	David Anton
	Olivia Flores, Co-Chair	Lorie Crosby-Howell
	Shirley Pierson	Andrei Lucas
	Kelly Henwood	Denise Munoz
	Leticia Flores	Michelle Gray
	Floreniza Yumul	
	Mark Nesbit II	
	Absent Committee Members	
	John Bromma	Claudia Tornaufer
	Jan Jarrell	Carol Wilkinson
	Maureen Rubalcaba	
	Committee Guests	
	Megan Leppert	

Agenda Item #1: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Jacqueline Sabanos at 1:00 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item #2: Approval of October 7 Minutes

DISCUSSION	<ul style="list-style-type: none"> Kelly Henwood moved to approve the minutes and Shirley Pierson seconded.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• None	• N/A	• N/A
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Agenda Item #3: Governance Handbook Draft for Governance Committee/ Senate Review

DISCUSSION	<ul style="list-style-type: none"> • VPA Sabanos presented the Draft with corrections of the Governance Handbook to committee members. • A few committees were eliminated like the Basic Skills Committee and Classified Hiring Priority Committee. The Marketing Committee has been merged to ARC. • There was a discussion if designee should be added next to the memberships. • It was informed; the Technology Committee would no longer report to the Budget Committee. • Michelle Gray pointed out the draft of the Budget Committee Governance Handbook Sheet did not reflect the changes the BC members approved previously. • All changes approved by the BC will be resubmitted by VPA Sabanos • The Budget Committee members review and approved the changes made to the Budget Committee Governance Sheet
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Follow up with Jessica Luedtke regarding adding designee or not next to the membership. • Re-submit changes to the Budget Committee Governance Handbook Sheet to PRIE • The B.C. members approved the changes made on the B.C. Governance Sheet 	<ul style="list-style-type: none"> • VPA Sabanos • VPA Sabanos • B.C. members 	<ul style="list-style-type: none"> • N/A • 11/4/2019

Agenda Item #4: Next Meeting

DISCUSSION	<ul style="list-style-type: none"> • December 2, 2019 at 1 p.m. to 2 p.m. in room 106
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item #5: Adjournment

DISCUSSION	<ul style="list-style-type: none">• The meeting was adjourned by Jacqueline Sabanos at 1:44 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">• N/A

Submitted by Patricia Lopez, Sr. Secretary, VP, Administrative Services

Approved on: _____