

**SAN DIEGO  
CONTINUING  
EDUCATION**

**San Diego Continuing Education  
Budget Committee  
Minutes**

Monday, October 1<sup>st</sup>, 2018  
1:00 p.m. – 2:00 p.m., ECC, Room 185

ATTENDEES/ PROXIES	<b><i>Committee Members</i></b>	
	Jacqueline Sabanos, Co-Chair	Timothy Pawlak
	Lorie Crosby Howell	Barbara Pongsrikul
	John Bromma	Denise Munoz
	Joan McKenna	Dora Hernandez
	Mary LeDuc	Olivia Flores, Co-Chair
	Mark Nesbit II	Bob Pyle
	Cassandra Storey	Maureen Rubalcaba
	<b><i>Absent Committee Members</i></b>	
	David Holden	
	Michelle Gray	
	Kelly Henwood	
<b><i>Committee Guests</i></b>		

**Agenda Item #1: Call to Order:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Olivia Flores at 1:05 p.m.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• None	• N/A	• N/A

**Agenda Item #2: Approval of previous meeting's minutes**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>J. Bromma motioned and T. Pawlak seconded motion to approve.</li> <li>Motion carried</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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• None	• N/A	• N/A
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### Agenda Item #3: Introduction of Olivia Flores

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>O. Flores has been working for CE three years now and she is an academic counselor at the Cesar Chavez Campus and works with Small Business and Project Management Program, ESL and CISCO. Last spring she became the Academic Treasurer.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

### Agenda Item #4: Membership List

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The Budget Committee has a new ASB representative: Dora Hernandez</li> <li>Pending one Dean</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

### Agenda Item #5: John Bromma: PRIE Consultant

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The Program Review Committee will hire a consultant to help committees develop rubrics, revised forms as needed and provide training to the committees so they can score the rubrics in January early February.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

### Agenda Item #6: Physical Plant and Instructional Support (PPIS)

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Since Program Review is going to function for next fall purchases, VPA Sabanos proposed creating a general calendar to deal with PPIS in the same way it was dealt last year, keeping in mind the funding has been dramatically reduced this year from 212,000 to 72,500 dollars.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Last year each program got 5000 dollars and a percentage of the total amount based on FTES</li> <li>• Although the Budget Committee historically focused on the PPIS funding, once the Participatory Governance structure is in place different proposals with AEBG funds and Strong Work Force will come to the Budget Committee as well.</li> <li>• All PPIS purchases are exclusively for instructional support.</li> <li>• VPA Sabanos offered to provide a list with last year's information of the money and the percentage allocated for each department based on FTES.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• List with last year's PPIS distributions	• VPA Sabanos	• Next meeting 11/05/2018

**Agenda Item #7: Next Meeting**

DISCUSSION	<ul style="list-style-type: none"> <li>• November 5<sup>th</sup>, 2018 at 1 p.m. to 2 p.m. in room 185</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

**Agenda Item #8: Adjournment**

DISCUSSION	<ul style="list-style-type: none"> <li>• The meeting was adjourned by Jacqueline Sabanos at 1:34 p.m.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

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

Approved on: \_\_\_\_\_