



**BUDGET COMMITTEE MEETING**

Wednesday, May 07, 2025

Location: Zoom

2:30-3:30 p.m.

**APPROVED MINUTES**

**ROLL CALL:**

X	Becky McCall	X	Stacey Bartlett	X	Elsa Gomez	X	Scott Gordon
	Student Rep - vacant	X	Tim Johnston	X	Katie Littlepage	X	Heidi Loftus (Classified Sub)
X	Rob McCandless	X	Jennine Meier		Jessica Nieves (Classified Sub)	X	Juanne Van Der Linde

Guests: Matt Gallmeister, Crystal Mair, Kris Marquez, Keri Mathews, Angela Nava, Kevin O'Rorke, Damaris Stevens, Jackie Parker, Courtney Zimbaro

1. **CALL TO ORDER:** The meeting was called to order at 2:31 p.m. by Committee Chair, Becky McCall.
2. **REVIEW OF MINUTES:** April 30, 2025. Motion to approve minutes by **Scott Gordon**, 2<sup>nd</sup> **Juanne Van Der Linde**. All approved no abstentions or objections, motion passed.
3. **PUBLIC COMMENTS:** No public comments
4. **REPORTS & DISCUSSION ITEMS:**

**A) Budget Updates from the State**

Becky stated there aren't any budget updates from the state, but she anticipates updates on May 15<sup>th</sup>. She also shared yesterday the Shasta College 2025-2026 Tentative Budget went to College Council and was recommended to move forward to the June board meeting.

**B) Membership:**

The committee reviewed the Budget Committee members for 2025-2026:

Member	Classification & Title	Beginning Term	Ending Term
Becky McCall	Committee Chair, VP Administrative Services	N/A (Position specific)	N/A (Position specific)
Jackie Parker	Administrator, Director of Business Services	N/A (Position specific)	N/A (Position specific)
Stacey Bartlett	Administrator, Dean of ACSS	2023-2024	2025-2026
Scott Gordon	Instructional Faculty, Accounting Instructor	2023-2024	2025-2026

Rob McCandless	Non-Instructional Faculty, Educational Counselor (Veterans)	2025-2026	2027-2028
Juane Van Der Linde	Instructional Faculty, Accounting Instructor	2024-2025	2026-2027
Elsa Gomez	Classified, Student Services Specialist (Fees)	2025-2026	2027-2028
Jennine Meier	Classified, Student Services Specialist (EOPS)	2024-2025	2026-2027
Courtney Zimbardo	Classified, Health & Wellness Technician	2025-2026	2027-2028
Vacant	Student Representative		

**C) Bylaws:**

Becky opened the meeting to discuss the Budget Committee’s bylaws.

She explained she clarified the language on the 2 Administrators under membership to state “Director of Business Services and 1-Appointed by President” instead of “1 Dean and the Director of Business Services preferred”. She also added “Non-Voting” next to the Secretary. She requested feedback on these changes.

Stacey Bartlett suggested having two administrators on the committee, in addition to the Director of Business Services. Becky shared she is considering a co-chair for the committee, but she would like to think about that idea more. Tim Johnston suggested the co-chair could be the Director of Business Services, and the two administrators could rotate through the other three divisions (Instruction, Student Services, and Extended Education & Community Partnerships).

Stacey Bartlett made a motion to add the Director of Business Services as the co-chair of the committee and have two administrators: one from Student Services and one from Instruction. Tim amended the motion to have the two administrators rotating between Student Services, Instruction, and Extended Education & Community Partnerships. Stacey accepted the amendment. Tim Johnston seconded the motion. All approved, no abstentions or objections, motion passed.

Becky added clarification in the bylaws that the Secretary of the Budget Committee is non-voting. She also suggested changing “Think from a district wide perspective” (last bullet point under 1. Purpose and Function of the Budget Committee) to “Reviews, analyzes, and makes recommendations with a district-wide perspective.” Additionally, she suggested changing “Keep student welfare and success foremost” (first bullet point under 2. Budget Committee Working Principles) to “Maintain a focus on student welfare and success when making recommendations.” Becky requested feedback on these changes and there were none.

Becky brought up changing the term length from three years to two years for membership. Scott Gordon shared he has no objection but that it is difficult to get faculty to serve on committees. Scott asked if she receives a lot of requests to join the committee, and Becky responded there have not been any requests in the five months she has been in the role.

Stacey mentioned department chairs are two-year commitments with the option to renew another two years. Currently, the Budget Committee bylaws allow for reappointment. Becky requested feedback from the Classified side. Angela shared in the chat that College Council has three-year, staggered terms. Based on discussion, the terms will remain at three years, and the committee will reassess next year.

Becky suggested adding “as soon as possible” to 7. Member Responsibilities, bullets b and c, so they read “Any member unable to attend a meeting should notify the Chair as soon as possible.” and “Members shall notify the Chair as soon as possible of an approved alternate if they are unable to attend a meeting.” This is to ensure we have quorum for the upcoming meeting. Stacey asked to clarify what “as soon as possible” means. She suggested providing 24 hours notice. Scott suggested “as much notice as possible”. He also asked how alternates are chosen. Becky clarified that alternates are appointed by the constituency groups (covered in 5. How Members are Chosen in the bylaws).

Becky asked to confirm if agendas have been published and distributed prior to the meeting. Destinee stated they are sent out via email before the meeting but she has not published them to the website before the meeting because she didn’t know that was in the bylaws. Moving forward, agendas will be posted ahead of time.

Becky asked if we have followed number 10 of the bylaws that state “Each May the Committee will produce an annual report of its activities.” Keri confirmed that is something we have not done for at least the past five years. Becky stated if it is in our bylaws, we need to begin following it. Becky will research history and see if there are any past annual reports. Next year, we will work towards creating an informative annual report.

Scott Gordon made a motion to approve all language changes we discussed; Elsa Gomez seconded the motion. All approved, no abstentions or objections, motion passed. We will go over the new bylaws at the next meeting.

**5. OTHER:**

**6. ANNOUNCEMENTS:**

- 7. ADJOURNMENT:** Motion to adjourn the meeting by **Stacey Bartlett**, seconded **Elsa Gomez**. Meeting adjourned at 3:09pm

**8. NEXT MEETING:** TBD

Minutes Recorded By:

*Destinee Ecklin*

Executive Assistant

Administrative Services

***SHASTA COLLEGE***

Budget Committee Bylaws



February 15<sup>th</sup>, 2023

## ***Budget Committee Membership***

Ten (10) Voting Members:

- Vice President of Administrative Services (Chair)
- 2 Administrators
  - 1 Dean and the Director of Business Services preferred
- 3 Faculty Members
  - 2 Instructional and 1 Non-Instructional preferred
- 3 Classified Members
  - 1 Instruction, 1 Administrative Services, and 1 Student Services preferred
- 1 Student

Secretary to the Committee

Executive Assistant to the Vice President of Administrative Services

## ***1. Purpose and Function of the Budget Committee***

- Reports to and is a sub-committee to the College Council
- Inform the College Council on fiscal impact of plans and recommendations
- Systematically assess the effective use of financial resources and use the results of the assessments as the basis for making recommendations to the College Council
- Ensure that the budget planning process is timely, accurate, participatory, and comprehensive per the Integrated Planning Manual
- Assure integration of fiscal planning into the college's participatory planning process, specifically its inclusion in the development of strategic and educational planning
- Review state budget allocations and their impacts on the college
- Review tentative and final budgets for reasonableness of budget amounts and underlying assumptions
- Think from a district-wide perspective

## ***2. Budget Committee Working Principles***

1. Keep student welfare and success foremost.
2. Assure that recommendations are evidence-based (data-driven, realistic, and feasible).
3. Support a budget system that is transparent, timely and objective.
4. Promote participation by all members of the campus community. Specifically:
  - a. In cooperation with the College Council, provide everyone in the campus community with an avenue for both getting information and giving input regarding budget issues.
  - b. Periodically evaluate the budget building process to ensure and promote its understanding to the entire campus community.
  - c. Provide educational budget updates to the college community to promote a thorough understanding of the budgeting process.

## ***3. Meetings***

Meeting times will be established at the first meeting of the fall semester. Meetings will be scheduled twice a month by the Chair. Budget Committee meetings will be open to anyone who wishes to attend. Agendas will be made widely available in advance of meetings, and minutes will be published in a timely manner and made widely available: e.g. posted on a website.

## ***4. Agenda***

Items for the agenda are to be directed to the Budget Committee Chair for listing preferably 24 hours before the meeting.

## ***5. How Members are Chosen***

In spring of each academic year, the Chair will announce the membership vacancies which will be given to the appropriate constituency group for final selection. Membership and alternates shall be established as follows:

- a. Administrative members will be appointed by the Superintendent/President.
- b. Academic Senate will appoint faculty members in consultation with the Superintendent/President or designee.
- c. CSEA will appoint classified members in consultation with the Superintendent/President or designee.
- d. Student Senate will be responsible for selecting their student member in consultation with the Superintendent/President or designee.

## ***6. Term Lengths of Members***

Term lengths will be three (3) years except for members whose membership is contingent on their positions. The student member appointment will be one year terms. The multi-year terms will be staggered so all members do not change at one time. At the end of the three-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first Budget Committee meeting in the fall.

## ***7. Member Responsibilities***

- a. All members will be responsible for making regular reports to their constituency groups.
- b. Any member unable to attend a meeting should notify the Chair.
- c. Members shall notify an approved alternate if they are unable to attend a meeting.
- d. Should a member need to be excused for a long term absence (1 semester) then an alternate shall be selected using Part 5 of these bylaws.
- e. Alternates and temporary replacements shall have the rights of voting members.

## ***8. Responsibilities of Chair***

- a. Prepare the agendas
- b. Chair Budget Committee meetings
- c. Ensure the conduct of the Budget Committee business is communicated to the college community in a timely manner.
- d. Ensure timely response to requests for information from the College Council.

- e. Announce the membership vacancies which will be given to the appropriate constituency group for appointment in spring of each year.

## ***9. How the Budget Committee Conducts Business and Arrives at Recommendations***

- a. Agendas will be published and posted on the website prior to meetings and will be widely distributed to the campus community.
- b. All meetings will be open to any interested member of the college community.
- c. A majority of the existing members of the Committee must be present to take formal action on any item.
- d. Action items will be introduced twice when possible; once for information and publication, the second time for discussion and action.
- e. When an agenda item is introduced for action, the committee will attempt to reach general agreement about a course of action. If agreement is not possible, the committee will decide by taking a vote. The formal motion will need a simple majority of the voting members present to pass.
- f. Minutes will reflect any actions taken.
- g. Relevant material to be considered for action will be provided to each Budget Committee member prior to meeting when possible.

## ***10. Committee Self-Evaluation Process***

Each May the Committee will produce an annual report of its activities.

## ***11. Budget Committee Bylaws***

- a. Bylaws will be evaluated as determined necessary by the Budget Committee.
- b. A two-thirds majority of the existing members may amend a bylaw.

Budget Committee Bylaws  
Adopted April 22, 2008  
Revised May 1, 2013  
Revised February 15, 2023