



Budget Advisory Committee

Meeting Notes

Date and Time: May 10, 2023

Meeting Time: 12 – 1:00 pm

In-person in A 149 and/or <https://peralta-edu.zoom.us/j/89349653730>

Co-Chairs: Augustine Gill, Ava Lee-Pang, Jane McKenna

Note Taker: John Taylor/Ava Lee-Pang

Present: Richard Kaeser (faculty), John Taylor (faculty), Jane McKenna (faculty), Augustine Gill (VPAS), Maurice A Jones (AVPI), Ava Lee Pang (classified professional), Donna Jones (classified professional), Kawanna Rollins (classified professional),

Absent: Mildred Lewis (Interim VPSS); Junhao Ma (Jay) (student representative)

Guest: Malik Shabazz

Topic	Facilitator	Min	Action	Outcomes/Follow Up Actions
Call to Order	Gill	2	Call to order	12:03pm
Adoption of Agenda	Gill	3	Adopt the agenda as distributed	Approved, M/S/U, Donna/Kawanna
Review and approval of minutes	All	2	Discussion	Approved, M/S/U, Maurice/Kawanna
Introductions/Announcements	Ava	5	Information	Ava stated that she had a 2- hour budget training last Friday, 5/5/23. There were 9 people attended. Augustine indicated that there will be a training on Thursday, 5/11/23, from 2pm to 5pm facilitated by the District Finance in H-108.
FY 24 Budget Update	Gill/Ava	10	Update	Augustine mentioned that the District has the FY24 preliminary budget in PeopleSoft system. There are rooms to make revisions after Board Approval. He encouraged the managers to review the budgets and submit

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				recommendations. Donna wanted clarification on when to submit requisitions for FY24, especially ICC's. Ava responded that the requisitions and ICC's can be initiated in June 2023 if the funds are in the correct combo code(s). No FY24 budget transfer can be initiated and processed until July 2023.
FY 22-23 Year-end deadlines	Ava	5	Information	Ava reviewed the FY23 Year-end deadlines, indicated that the deadline to spend general funds (fund 01-10) was 5/5/23. She mentioned that she needs all other restricted funds by 5/26/23 because she will be out of town for a conference. She will be returning to the office on 6/5/23. She also encouraged departments to submit any adjustments on a monthly basis, not to wait until the last minutes, due to limited staffing and time constraints at year-end closing.
Any Other Business	All			none
Adjournment	Gill			12:42pm

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