

NOCRC Budgetary Approved Processes

Thursday, May 28, 2020 / Thursday, April 30, 2020

Interim Process for NOCRC Meetings due to COVID-19 – VOTING ACTION ITEM (APPROVED 4/30/2020)

- Host NOCRC Executive Committee Meeting via Zoom
- Host NOCRC Mega Workgroup Meeting In lieu of Individual NOCRC Workgroup Meetings

Approval to extend the NOCRC meeting interim process until September 2020, due to COVID-19 – VOTING ACTION ITEM (APPROVED 5/28/2020)

Guidelines from the state indicating next steps for meeting in person have not been received. The NOCRC Executive Committee does not have a July meeting, and by extending the interim process until September and consolidating into one mega workgroup meeting, we can continue to support workgroup members who have obligations to attend many meetings.

If time permits workgroups and their members to find the time to meet outside of the Mega Workgroup Meeting and Executive Committee Meeting, they are permitted to do so with full NOCRC support. If workgroups would like to coordinate a separate additional meeting, we ask that they please notify Janeth Manjarrez and the NOCRC admin team so that we can support them in that process.

If no guidelines are received by the state by September 2020, then the interim process will be revisited.

Wednesday May 13, 2020

Email from Janeth Manjarrez, CAEP Director RE: CAEP Budget Revision Process

We are discussing budget revisions with all NOCRC funded members, which include NOCE, ROP, PYLUSD, and AUHSD, to give that individualized attention to each budget item for 2019-2020 and 2020- 2021 budgets. For example, the CTE workgroup has two funded members; NOCE and ROP. We meet with NOCE to go over their CTE budgets and then meet with ROP separately to go over their CTE budgets for budget reduction. Again, to be clear, the oversight of budgets is done and the responsibility of NOCRC, not NOCE.

Taking it a step further to ensure equity by setting this individual budget session with each funded member to provide support and guidance helps make sure we ALL bring the over-allocated number down so that expenditures support remote instruction per State request.

Please see the step by step process referenced below.

- The NOCRC department will remove the following expenses from all 2020-2021 budgets
 - conferences, events, professional development, and off-site locations, lease agreement, rental agreements, and other related expenses
 - we will send the revised budgets in a shared link with access granted so that all program areas can see each other budgets to make sure we stay within the allocated amount.
- Then Denise and I will meet with each program Director and Workgroup manager for additional support
- Denise and I will also meet with the rest of the NOCRC members who are being funded
- Each program director will discuss all temporary positions funded by CAEP with who they deem necessary
- All budget CAEP items will be revisited to support remote instructions and preparation for budget reduction shared by Valentina and by the State
- All postponed CAEP permanent positions salaries will be disencumbered as a recurring cost and moved as a one-time to be spent elsewhere
- **Moving forward, all CAEP funded MOU will be written and vetted by the NOCRC department and push through for signature attainment**
- Janeth will follow up on the final decision on Special Project Managers and compile all the information to be shared with HR

Tuesday, June 18, 2019

Email from Janeth Manjarrez, CAEP Director

In the spirit of collaboration streaming, here are the steps for the approval on CAEP recommendations to our NOCRC Board (EC voting members):

1. CAEP workgroups know that they do not “vote” on items being recommended to the EC voting members, but they “vote” on the consensus of the recommendation. The only voting item that workgroups are able to do are for budget items under \$35,000 to which we inform our NOCRC Board. No workgroup member has a voting right other than collective agreement on a strategy, budget changes, and proposals for the workgroup.
2. CAEP Director reviews the recommendations for compliance and good use of funding and connects back with the CAEP manager and workgroup leader to address questions or concerns, if necessary.
3. An additional step is to attain State approval for further vetting, if necessary.
4. Finally the recommendations are presented to our EC voting members for a vote.

Thursday, February 21, 2019

Approval of CAEP budget modification to move budget under \$35,000 without EC Approval – VOTING ACTION ITEM (APPROVED)

This has been done during an interim process for budget 17/18 under the amounts of \$35,000 being moved without EC approval, which assists in expediting the processes for spending on expenditures. The amounts will be approved by the workgroup, but informational for Executive Committee.

Is there a way of tracking the funds being moved around in case of an audit?

- Yes, and an internal process has been created and will be monitored by the fiscal team of where the funds are moving
- Moving of funds will then turn into “Informational Items” for the board’s reference and review at Executive Committee

What about budget increases?

- Budget increase will require Executive Committee approval to set amount for the new budget lines
- Overall workgroup budgets are technically already approved, but the moving of funds to different strategies is just to ensure flexibility to meet deadlines, ensuring expenditures with an internal process to audit

Reference Document Only