



Minutes

Committee Name: Budget Development Committee

Date: April 3, 2019

Time: 2:30-4:00PM

Location: Admin Conference Room - 318

Present: Lisa Couch, Frank Timpone, Crystal Leffler, Kristie Nichols, Matt Crow, Stephanie Brantley, Debbie Gregory, Heather Ostash, Corey Marvin

Absent: Matt Jones, Subber Dhillion

Committee Charge: To recommend, through a transparent, collegial, and inclusive process, a tentative budget to College Council that addresses the college mission and supports the educational master plan, institutional priorities as expressed in strategic goals, and integrated annual plans.

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes and Action Items**

Minutes approved from 3-28-19

3.1 Lisa will provide year to date budget data for Heather. Lisa will reach out to Heather to see if she still needs the year to date budget data 4/3/19.

3.2 Lisa will send Corey and Heather the mandatory costs she has included in the worksheet. Corey and Heather did not need the mandatory costs included in the worksheet.

3.3 Corey, Heather, and Lisa will review their areas budget requests for mission critical requests prior to the next budget committee meeting. See item #5.

3.4 Lisa will ask RRA individuals to review requests for mission critical, mandatory items prior to the next budget committee meeting. See item #5.

3.5 Lisa will ask President Board to work with Ben Beshwate on sending a message out regarding our allocation. President Board sent out message in CC Chronicle brief 4/2/19.

4. **Informational Items**
5. **Discussion Items**

5.1 2019-20 Request Review – Lisa provided the GU001 Tentative Budget estimates as of 4/3/19. The updated calculations show an increase in carryover from \$4.4 million to \$4.6 million. Local revenue was decreased by \$20,000 to remove Boosters contribution. The District Office Chargebacks may change as the areas that requested budgets are being reviewed. Lisa reached out to the individuals that prepared the Resource Request Analysis to have them identify requests as mandated and/or mission critical items. Lisa



Minutes

provided the details in the revised RRA worksheet. The vice presidents and president reviewed their budget areas for mandated and mission critical items. Lisa provided a worksheet by budget area that indicated what the mandatory/mission critical budget would be. With these changes we would be meeting our reserve obligation. Several items were brought forward for discussion. The committee discussed the copier at Mammoth and agreed to purchase a new copier rather than lease. Lisa will add back in to the budget request. The Achieving the Dream travel was discussed. Heather stated attendees were paid out of other budgets in the past. The conference falls in to categories that fit other funding. The ATD Membership was previously paid with categorical funds. For 19/20 we will have a modified membership. Heather stated ATD travel can be funded by Equity next year. Since they were not included as mandatory, ATD expenses will not be added back into the budget. Corey confirmed Institutional Research can be funded by the IEPI grant so there will be no GU001 impact. The M&O request for travel and additional temp office space for faculty at Tehachapi was discussed and agreed to be mandatory. Lisa will add additional office space for Tehachapi to requests.

Action: Lisa will add in copier for Mammoth and office space for Tehachapi to budget requests.

The committee discussed in detail ways to communicate out the current budget situation that would maintain transparency and manage expectations. The vice presidents, president and deans will discuss the items identified in their initial review with their budget areas requestors. Individuals will be given the chance to meet with the budget committee on April 18 to discuss items that may have been overlooked. The first part of April 25 will be available for those that cannot attend on April 18. Lisa will draft language to describe what is considered mandatory and mission critical for planning purposes. Lisa will address in her email that there will be individual meetings with the Budget Committee if necessary and as requested on April 18. To give areas time to complete their review the meeting scheduled for April 11 has been cancelled. There was also discussion about whether the area managers should begin a conversation of prioritizing requests should additional funding become available. The committee agreed that would be too difficult given the level of uncertainty.

Action: Lisa will send out an email on the current budget situation that explains mandatory mission critical giving individuals an opportunity to discuss any items that may have been overlooked.

6. Review of Action Items

- 6.1 Lisa will reach out to Heather to see if she still needs the year to date budget data 4/3/19.***
- 6.2 Lisa will add in copier for Mammoth and office space for Tehachapi to budget requests.***



Minutes

6.3 Lisa will send out an email on the current budget situation that explains mandatory mission critical giving individuals an opportunity to discuss any items that may have been overlooked.

7. Future Agenda Items

8. Meeting Recap for Report-Out

Plan going forward for vice presidents, deans and directors to meet with individuals on recommended budgets. Lisa will send message on current budget situation and outline the review process that will be taken by vice presidents, deans and directors. April 11th meeting has been cancelled.

9. Future Meeting Dates

~~April 11, 2019 at 9:00AM~~

April 18, 2019 at 9:00AM

April 25, 2019 at 9:00AM

10. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler