



Minutes

Committee Name: Budget Development Committee

Date: September 16, 2019

Time: 3:00PM

Location: MB 235

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

Absent:

Non-members in Attendance: Jill Board

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 3:06pm**
2. **Approval of Agenda**
3. **Approval of Minutes and Action Items**

Minutes reviewed from 4/18/19 approved. No action items to report on.

4. **2019-20 Tentative to Adopted Variance**

Lisa provided the summary of changes from the Tentative to Adopted Budget. There were changes to our allocation from district charge backs and minor changes in all categories. The adjustments decreased use of reserve from \$1.9M to \$1.6M for 19/20.

5. **2020-21 Budget Development Calendar**

Lisa provided the 20/21 Budget Development Calendar for review. There were some date changes in the planning process. Corey thought there may be other planning due date changes. He will confirm and report back to the committee. The last meeting for College Council is scheduled for April 30 where we will present our budget recommendation. Input into the district office budget and timeline are pending.

Action: *Corey will confirm first 3 dates related to the planning process on budget development calendar.*

6. **Scenarios for Board Finance & Audit Committee (Guest: President Board)**

President Board joined the committee for the review and discussion on budget scenarios. The Board of Trustees has tasked each college with preparing 3 different budget scenarios to be



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presented to the Board Finance & Audit Committee. Cerro Coso will present in October. One scenario is to balance the budget. This is based on the tentative budget for Cerro Coso at \$1.9 million. Second scenario balance budget + 2%, and third scenario balance budget +3%. We anticipate the board will be asking for a balanced budget, (off our reserve) for 20/21. One-time costs are excluded and minimal. Ideas and information on ways to increase revenue and reduce spending feedback was solicited from faculty, classified and administration. Lisa provided a list of those recommendations by category for the committee to review. All input will be taken into consideration.

Lisa also provided Budget Scenario Tidbits with historical information on budget, reserve, salary schedules, position funding and employee count. A percentage of employees by college and district office was also included. If everything goes as projected in 18/19 this would be the first significant year using reserves. In past years the impact on reserve has been less due to a number of reasons including underspending and district charge backs. There is conversation with the District Wide Budget Committee going on regarding changes to our internal budget allocation based on the Student Centered Funding Formula and how to fund district charge backs.

The committee discussed the list of suggestions in detail by category and recommends the following suggestions be brought forward:

- Compensation - Opt-out benefits option.
- Local Revenue – Sell or lease vacant land. Our internal allocation model is already under review.
- Cost/Revenue of programs – Cost benefit analysis of all sites & some programs.
- Travel - The committee discussed travel which the majority is already being funded by categoricals. Some travel does not fit into other funding categories but is necessary. Use of technology can also be used to reduce travel costs when possible.
- Utilities – Utility audit and calibration of landscape meters, prioritize solar field repairs.
- Staffing - Golden handshakes. No new hires and reconsider all vacancies as they come up.
- Position Clean-up - This happens automatically.
- Other – Security services under new contract July 1. Cost saving will be evaluated this year. Add Walmart as a vendor. Debt reduction strategies to collect student debt.

Jill addressed parking fees as a result of a recent student survey. She has been discussing parking fees and student impact with Chancellor Burke. She suggested one way to possibly remove the parking fee would be to equate parking revenue to FTES to offset.

7. Review of Action Items

7.1 Corey will confirm first 3 dates related to the planning process on budget development calendar.



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Meeting Summary - The committee reviewed the Tentative to Adopted Budget changes, reviewed budget calendar and reviewed all suggestions for scenarios that President Board will be considering for our scenarios and balancing for 20/21.

8. Future Agenda Items

9. Future Meeting Dates

October 21, 2019 at 3:00PM
November 18, 2019 at 3:00PM
February 10, 2020 at 3:00PM
March 2, 2020 at 3:00PM
March 10, 2020 at 8:30AM
March 24, 2020 at 8:30AM
March 30, 2020 at 3:00PM
April 6, 2020 at 3:00PM
April 14, 2020 at 8:30AM
April 20, 2020 at 3:00PM
April 28, 2020 at 8:30AM

10. Adjournment

Meeting Chair: Lisa Couch
Recorder: Crystal Leffler