



# Minutes

**Committee Name:** Budget Development Committee

**Date:** October 21, 2019

**Time:** 3:00PM

**Location:** MB 318

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

**Absent:** Brynn Turpin

**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** – 3:10pm
2. **Approval of Agenda** – Approved.
3. **Approval of Minutes and Action Items** – Minutes approved from 9/16/19.

**3.1 Corey will confirm first 3 dates related to the planning process on budget development calendar.** Corey confirmed November 1 Section Plans and December 1 Division Plans.  
**Action: Lisa will post updated calendar in groups.**

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

Lisa provided a breakdown of the 3 budget scenarios that will be presented to the Board of Finance Audit Committee on Wednesday, October 23. The adopted budget for 19/20 is reflected in the breakeven scenarios.

The breakeven scenario includes:

- Change the way we serve the KRV community without layoffs. Continue to serve dual enrollment, LVN and adult learners.
- Non-renewal of the KCSO agreement to provide educational trainings due to increased costs to the college over the last few years.
- Small saving in electricity through Measure J solar field update and repairs.
- Reduction in security services under new contract.
- Utility audit and water conservation measures including landscape meter calibration to decrease sewer fees.
- Labor adjustments on vacant positions and retirements.

These reductions still leave \$75,000 on reserve and does not include one-time costs.



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The breakeven + 2% scenario:

- Removal of all one-time costs.
- Removal of replacement plans.
- District wide debt collection strategies.

The breakeven +3% scenario will involve district efforts to include review of Inmate Education mileage reimbursement and golden handshakes.

These scenarios do not include layoffs.

The internal funding formula was discussed and the importance of considering our infrastructure. One that effectively takes into account the increased cost of doing business and serving students from multiple locations.

## 5. Accreditation Recommendation / Future Planning

The committee discussed the future implementation of a prioritization metric to have in place by next fall for 21/22 budget planning. Ideas were shared on establishing an order and ranking system that will be applied when prioritizing requests. The Rubric for the 19/20 budget was not implemented due to the uncertainty of the Student Centered Funding Formula. We need a way to tie requests back to strategic goals and vision for success. Some requests may not be measureable but valuable. The committee will continue their conversation on a process for prioritizing budget request and defining that criteria.

## 6. Review of Action Items

**Action:** Lisa will post updated calendar in the groups.

## 7. Future Agenda Items

## 8. Meeting Recap for Report-Out

The committee reviewed the breakeven budget scenarios and started conversation on Accreditation recommendation for future planning.

## 9. Future Meeting Dates

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



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April 20, 2020 at 3:00PM  
April 28, 2020 at 8:30AM

## **10. Adjournment**

Meeting Chair: Lisa Couch  
Recorder: Crystal Leffler