



Minutes

Committee Name: Budget Development Committee

Date: November 18, 2019

Time: 3:00PM

Location: MB 318

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

Absent: Kristie Nichols, Matt Crow, Brynn Turpin

Non-member in Attendance:

1. **Call to Order**
2. **Approval of Agenda** – Norm Stephens did not join the committee meeting due to illness.
3. **Approval of Minutes and Action Items** – Minutes approved from 10/21/19.

3.1 Lisa will post updated calendar in the groups.

Completed, posted in the group under today's meeting.

4. **District Wide Budget Committee** – Lisa provided information from the DWBC virtual meeting on 11/15/19. She shared the current Budget Allocation Model along with a proposed draft Budget Allocation Model for the committee to review. There are outstanding questions and issues on the internal allocation model that are being proposed to be addressed by subcommittees. One subcommittee will be formed to review how we allocate additional revenue not included in the SCFF. A second committee will separate district office expenses and district wide expenses to be distributed based on overall funding. And a third subcommittee will evaluate the cost associated with doing business and any impact this would have on an internal allocation. These subcommittees will evaluate the impact on the budget and make a recommendation back to the DWBC. The committee asked how subcommittee members will be assigned. Lisa was not sure. Stability and growth are two factors that have not been considered in the BAM revision. The committee agreed that a fourth subcommittee may be needed to address stabilization and growth components. Lisa provided the KCCD SCFF apportionment document that models the state funding elements for review. The committee asked if this information was based on the 19/20 new definitions of student success. This will need to be clarified. Other revenue is unknown until the subcommittees complete their work. Lisa also provided a sample model of district wide and district office expenses for review. The committee expressed concerns about coming to agreement on the outstanding items especially addressing our multiple site situation.

Action: Lisa will take questions regarding clarification of 19/20 budget definitions in SCFF, assignment of subcommittee members and need for 4th committee to address stabilization back to Debbie Martin.

A question was asked if we know costs by site. Lisa stated this was evaluated recently and would be good information for the subcommittee. Lisa will look up information to be provided.

- 5. SCFF Update** – Lisa provided a copy of how the new funding rates would be determined that she received at ACBO for review. The state is working backward into the formula and definitions continue to change. The SCFF Oversight Committee is considering additional metrics for 20/21. Lisa will send out the SCFF calendar to the committee.

Action: Lisa will send out SCFF calendar to committee.

6. Accreditation Recommendation / Future Planning –

The committee continued conversation on prioritizing budget requests. Previously discussed ideas were creating baseline budgets with averages, meeting set criteria per funding area, rate first priority of increases, and an assessment measure of each increase tied back to funding. Accreditation recommends we have a list of priorities to be funded based on certain criteria. The committee discussed the following ideas:

- Have budget preparers work with Managers or VPs over area to communicate and prioritize requests. Last year section plan supported items were identified for them. Invite Deans who are co-responsible for budget and program review in for questions when more information is necessary. Don't override manager if not supported. If requestor wants to appeal manager support, appeal to next level manager, not Budget Committee.
- Invite requestors to answer our questions.
- Be clear on CCITIM funding that once received a new justification will be needed for new expenses.
- Prioritize things that go toward enrollment, growth and support students.
- Tie to measure such as student outcomes.
- Encourage documented replacement plan. Communicate basic operating expenses of the department. Separate growth from replacement cycles.
- Create a queue or list or "next in line" when funding is available. Publicize this list.
- Need to communicate to requestors what we consider.

Action: Lisa will summarize the ideas and pull items together to create a plan for next year on how we prioritize requests.

7. Review of Action Items –

7.1 Lisa will take questions regarding clarification of 19/20 budget definitions in SCFF, assignment of subcommittee members and need for 4th committee to address stabilization back to Debbie Martin.

7.2 Lisa will send out SCFF calendar to committee.

7.3 Lisa will summarize the ideas and pull items together to create a plan for next year on how we prioritize requests.

8. Future Agenda Items

9. Meeting Recap for Report-Out –

The committee discussed the items from the 11/15/19 virtual District Wide Budget Committee meeting. Lisa will send questions forward and keep DWBC discussions as an ongoing agenda item. The committee discussed the uncertainty of the Student Centered Funding Formula and that the Chancellors Office is backing in to available funding and additional changes going forward. The committee also discussed future planning, prioritization criteria and use of rubric for 2021-22.

10. Future Meeting Dates

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

11. Adjournment

Meeting Chair: Lisa Couch
Recorder: Crystal Leffler