



Minutes

Committee Name: Budget Development Committee

Date: February 10, 2020

Time: 3:00PM

Location: MB 318

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

Absent: Jacob Kelley, Kristi Nichols

Non-members in attendance: Norm Stephens

- 1. Call to Order** – 3:04pm
- 2. Approval of Agenda** – Agenda approved.
- 3. Approval of Minutes and Action Items** – Minutes approved from 11/18/19.

3.1 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. Lisa shared the responses she received with the committee via email in December.

3.2 Lisa will send out SCFF calendar to committee. Lisa shared the link to the SCFF calendar via email to the committee in November.

3.3 Lisa will summarize the ideas and pull items together to create a plan for next year on how we prioritize requests. Lisa sent out the revised rubric and request process to the committee via email in December. See agenda items #6 and #7.

4. District Wide Budget Committee (Guest: Norm Stephens) – Norm Stephens joined the committee to share information from the DWBC. Norm and Heather stated their group has not met. Lisa will ask committee chair Mike for their schedule next week. Corey provided an update from the subcommittee on Facilities, Stability and Growth. Their conversation was centered around stability and growth. The cost associated with facilities will be addressed when the consultant returns with sample funding models. Lisa and Frank provided information from the subcommittee on Other Revenue. Their group meets again tomorrow to continue review and recommendations on other revenue. The District Wide Budget Committee has identified a due date of April 17 for the draft allocation model. The draft will be reviewed again May 8, with side by side comparison to existing allocation model. Lisa wanted members to be aware if we mirror SCFF internally they do an average of 3 years, one is current year estimates. This is a change in our thought process where we are funded on earned FTES, not estimated FTES. The SCFF model would fund 1/3 of FTES based on estimated FTES.



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5. Governor's January Proposal – Lisa shared some information from the joint analysis of the Governor's January Proposal. The full document is posted in the group. The proposal includes 0.5% adjustment for enrollment growth and a 2.29% COLA. There are no changes to the SCFF for 20/21 at this time. The Governor indicated support for the recommendations from the SCFF Oversight Committee but more data is required. There is a lot of unknown with funding rates and if they can use them for 2020-21. The draft rates are expected to be done at the end of February.

6. Budget Request Process – The committee reviewed the Budget Request flow chart and discussed the circumstances in which requestors would make a direct appeal to this committee. The committee agreed there needs to be a clear process for timely feedback and conversation at the beginning of the fall semester. Recommended changes included, but were not limited to:

- By the first week of September provide information on what the budget situation looks like.
- Deans have conversation with Unit Plan preparers in September with conversations continuing in October. (Recommend within 2 weeks after due date).
- Plan preparers meet with Section/Division budget preparers for background information.
- Move Unit Plan back to October 1, keep Section Plan at November 1.
- Add due dates to flow chart and share at Academic Senate for feedback.

Action: Lisa will revise flow chart as discussed and send to committee.

Action: Matt Jones will share revised Budget Request Process at Academic Senate for feedback.

7. Budget Request Rubric – The committee discussed the rubric and additional criteria for reviewing and prioritizing budget requests when more information is necessary. There is intensity in the criteria but the primary focus may need to tie back to measures we are working on. Those budget priorities and contributions would be identified and communicated annually to budget requestors prior to unit plans. The committee discussed rating the primary focus areas based on priority annually too. Number values will be added to the criteria, with relevance and operational efficiency having higher ratings. Replacement plans are not included in the criteria. The committee agreed to add element on primary focus for replacement plan/inventory cycle instead of being lumped into “explained by planning”. This year the committee will do a trial run using the rubric and defined criteria. Lisa will add column to the worksheet for 3 year actuals to view trends in spending.

Action: Lisa will incorporate the discussion on primary focus areas and ratings into the rubric and criteria. She will add a range of numbers to the criteria. Lisa will add element on primary focus for replacement plan.

Action: Lisa will add column to the budget request worksheet for 3 year actuals.



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8. Review of Action Items –

8.1 Lisa will revise flow chart as discussed and send to committee.

8.2 Matt Jones will share revised Budget Request Process at Academic senate for feedback.

8.3 Lisa will incorporate the discussion on primary focus areas and ratings into the rubric and criteria. She will add a range of numbers to the primary focus. Lisa will add element on primary focus for replacement plan.

8.4 Lisa will add column to the budget request worksheet for 3 year actuals.

9. Future Agenda Items

9.1 Resource Request Analysis Presentations (March 10)

10. Meeting Recap for Report-Out - The committee discussed the Governor's January Proposal and worked on fine tuning the budget request process and rubric.

11. Future Meeting Dates

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

12. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler