



Minutes

Committee Name: Budget Development Committee

Date: March 2, 2020

Time: 3:00PM

Location: MB 318

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

Absent: Heather Ostash, Jacob Kelly, Kristie Nichols, Matt Jones

Non-members in attendance:

1. **Call to Order** – 3:05pm
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items** - Minutes approved from 2/10/2020 with no changes.

3.1 Lisa will revise flow chart as discussed and send to committee. Lisa sent out revised flow chart via email. See Agenda item #5.

3.2 Matt Jones will share revised Budget Request Process at Academic senate for feedback. Action pending 3/2/20.

3.3 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. See Agenda item #6

3.4 Lisa will add column to the budget request worksheet for 3 year actuals. Lisa added column for 3 year actuals to the budget request worksheet. We will see this update next week when we start our budget review process. The worksheets are large and may be better viewed on SharePoint. Laptops will be provided. Committee members should let Crystal know if they need a laptop. Matt Crow and Debbie confirmed need for laptops.

Action: Committee members will let Crystal know if they need a laptop.



Minutes

4. **District Wide Budget Committee (DWBC) -** (Guest: Norm Stephens) Norm was sent a late invitation to today's meeting but was not present. Lisa reported that the DWBC met on 2/21/20. There was some discussion on the District Office budget request they received. There is a \$3.8-million-dollar increase over last year. This includes \$600 thousand related to labor with 2 new positions in business services being added. The remainder of the labor change was step, column and benefit changes at approximately \$259 thousand. There is a good portion of non-labor increases in business services. Another increase was for Information Technology with 3 specific projects, Document Imaging, Ad Astra (scheduling software), and Wi-Fi project. Lisa asked the committee to provide any feedback. Corey updated the committee on the need for Ad Astra with Schedule Plus no longer being supported. The District Office budget request is also being reviewed at Consultation Council. The district office budget calendar was presented for this year at the 2/21/2020 meeting. Next year they will follow a similar process to ours and it will be developed in the fall.
5. **Budget Request Process -** Lisa reviewed the revised flow chart for the Budget Request Process. Lisa will revise language in one box to be more consistent and clear to read "Budget Committee may request clarification from Unit Plan, Section Plan or Division Plan".
6. **Budget Request Rubric –** Lisa reviewed the revised Rubric with the committee. She added the replacement plan to the bottom of page one under Primary Focus. She also added an opening statement that on an annual basis each primary focus area will be given a priority. This information will be identified and communicated to requestors in early September. A measure of primary focus was added to the Student Achievement description as well. These are the only updates to page one. These primary focus areas are already in our budget request process. What will be new is which ones we identify as a priority and communicating that information in advance.

Lisa added a range of numbers to the additional criteria on page 2 to develop a rating system. Corey would like the rating descriptions to be more specific. For example, the need or impact to be well explained in program review. Corey stated Relevance is related to an item and there should be a well explained gap and how item fits the gap in the first couple of lines. Lisa will work on language to define these rating levels. Lisa will add rating column to the budget request worksheet. The committee discussed the numbering and will work with document and test as is. Lisa will reach out to Matt Jones to see if there was any input on Rubric if shared at Academic Senate.

Action: Lisa will add rating column to the budget request worksheet and reach out to Matt Jones on Rubric feedback from Academic Senate.



Minutes

7. Update on 2018-19 R1 and 2019-20 P1 – Lisa reported we received our final 18/19 allocation last week for the district from the Chancellor’s Office. The allocation is significantly higher than what we had budgeted. The Cerro Coso allocation is unknown. There was conversation by the DWBC that the district is not at the board required 15% minimum reserve level and OPEB obligations continue to grow. Funds may be needed to offset these. It is also unknown where we ended 18/19 with district office charge backs. Lisa expects we will have this information in the next couple of weeks. We also received our 19/20 allocation with a slight increase compared to our estimate. We have not received information on FON for 20/21 yet. The final 19/20 allocation won’t be known until next February.

8. Review of Action Items –

8.1 Committee members will let Crystal know if they need a laptop.

8.2 Lisa will add rating column to the budget request worksheet and reach out to Matt Jones on Rubric feedback from Academic Senate.

9. Future Agenda Items

9.1 Resource Request Analysis Presentations (March 10)- Lisa will bring revenue and expense summary on tentative allocation if available.

10. Meeting Recap for Report-Out – The committee discussed the budget review process and rubric. They also briefly discussed that we have received the 18/19 Final and 19/20 P1 allocation from Chancellor’s Office but we do not know the impact to our college yet.

11. Future Meeting Dates

March 10, 2020 at 8:30AM

March 24, 2020 at 8:30AM

March 30, 2020 at 3:00PM

April 6, 2020 at 3:00PM – cancel during spring break

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