



Minutes

Committee Name: Budget Development Committee

Date: March 24, 2020

Time: 8:30AM

Location: Zoom

Present: Lisa Couch, Heather Ostash, Frank Timpone, Stephanie Brantley, Kristie Nichols, Debbie Gregory

Absent: Corey Marvin, Matt Jones, Matt Crow, Jacob Kelley

Non-members in attendance:

1. **Call to Order** – 8:33am
2. **Approval of Agenda** – No changes to the Agenda.
3. **Approval of Minutes and Action Items** – Minutes approved from March 2nd with no changes.

3.1 Committee members will let Crystal know if they need a laptop. Laptops may no longer be required with most everyone working remotely. Contact Crystal if you still need a laptop.

3.2 Lisa will add rating column to the budget request worksheet and reach out to Matt Jones on Rubric feedback from Academic Senate. Lisa added a rating column to the budget request worksheet. Discussion with Matt Jones on Rubric feedback is pending.

4. **District Wide Budget Committee (Guest: Norm Stephens)** – Norm did not join the meeting. Lisa stated the DWBC meeting scheduled for March 27 has been cancelled. Stephanie shared at the last meeting the committee discussed how to allocate the 18/19 R1 additional funds. There was a recommendation to fund the district reserve to the full 15% before allocation to the colleges. Bakersfield College does not support this process. BC would like their reserve paid first. The committee will be taking both recommendations forward to Consultation Council for further discussion. Lisa mentioned the Public Notice announcement posted for the Board Finance meeting this Thursday. On the agenda is the 18/19R1 and 19/20P1 allocations. The district web site has the log in information for remote access to meeting.

Heather reported her DWBC subcommittee called a last minute meeting and she was unable to join. Heather will reach out to subcommittee for update and report back to this committee.

Action: Heather will update committee on progress of DWBC subcommittee.

Stephanie's subcommittee met and discussed how growth and stabilization of the district will fit into the funding model. They are looking at other multiple college districts for



Minutes

recommendations on how to evaluate and fund for stabilization and growth going forward. There was also some conversation on facilities funding that is being researched.

Lisa reported her DWBC subcommittee met to finalize the recommendations on other revenue distributions. The group was in agreement until conversation on pot ash royalties. These royalties are related to Trona, which is in the CC serve area. Since the funds go to the district, Bakersfield College wants the funds distributed like other revenue not just to CC or where the Trona students are attending college. The group could not reach an agreement so this has been deferred back to the DWBC for consideration.

5. **Resource Request Analysis Presentations** - A summary of the Resource Request Analysis is posted in the group.

5.1 Marketing – 9:00AM – Natalie joined the committee to review the Marketing Resource Requests. There is zero impact to the general fund. Requests are supported by existing PIO budget or alternate available funding.

5.2 Facilities – 9:10AM- John Daly joined the committee to review the Facilities Resource Request. He stated the CDC parking lot lights have been repaired and we can remove the \$3000 request. There may be some adjustment to the request for Main Building parking lot slurry & stripe through parking revenue. The Bishop carpet request may be warranty work pending meeting with contractor. The impact on the general fund is \$866,200 less the adjustments above.

5.3 IT – 9:20AM – Mike Campbell joined the committee to review the Information Technology Requests. Total GU001 budget impact above existing requests is \$2,500. Additional \$54,726.62 is supported by available alternate funding.

5.4 Professional Development – 9:30AM - Deferred to next meeting.

6. **Budget Request Rubric** – Lisa reviewed the updates she made to the Budget Request Flow Chart and Rubric criteria. Dates were added to the flow chart and wording updated for consistency. A note was added under each area for clarification of the descriptions on page 2 of the Rubric. The committee will test and modify as needed.

7. **Review of Action Items** –

*7.1 Lisa will follow up with Matt Jones on Rubric feedback from Academic Senate.
7.2 Heather will check to see if DWBC subcommittee met and report back to committee.*

8. **Future Agenda Items** -

March 30 - Professional Development Resource Request Analysis Presentation.

Minutes



9. Meeting Recap for Report-Out -

The committee reviewed the progress of the District Wide Budget Committee and subcommittees. Resource Request Analysis were presented for Facilities, Marketing, and Information Technology. The committee reviewed the updates to the rubric and criteria with feedback pending from Matt Jones on Academic Senate.

10. Future Meeting Dates

March 30, 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