



Minutes

Committee Name: Budget Development Committee

Date: April 14, 2020

Time: 8:30AM

Location: Zoom

Present: Lisa Couch, Matt Crow, Heather Ostash, Corey Marvin, Frank Timpone, Kristie Nichols, Debbie Gregory, Jacob Kelley

Absent: Matt Jones

Non-members in attendance: Jill Board

1. Call to Order – 8:33am

President Board joined the meeting today and provided an opening statement. The Board of Trustees Finance Sub-Committee was very specific last fall about bringing our budget into balance. They have had conversations with her about understanding our challenges and directing us to bring forward a balanced budget this year. President Board joined the committee for the best insight on decisions that are made here to be able to carry the conversation forward to our Trustees and Chancellor. The goal of our Chancellor is to end up with an allocation at the district level that is going to be an equitable distribution across the district.

2. Approval of Agenda - No changes to the agenda.

3. Approval of Minutes and Action Items – Minutes approved from March 24 with no changes.

3.1 Lisa will follow up with Matt Jones on Rubric feedback from Academic Senate.

Lisa spoke with Matt Jones and there was no feedback on the Rubric.

3.2 Heather will check to see if DWBC subcommittee met and report back to committee. Heather stated the sub-committee did not meet and there was no further communication.

4. District Wide Budget Committee (Guest: Norm Stephens) – Norm did not join the meeting today.

There were no other updates from the sub-committees. The sub-committees are to present their recommendations to the DWBC on Friday, April 17.

The DWBC will be discussing Potash Royalty and Forest Reserve distributions that was deferred back to them by the subcommittee. The committee will be re-evaluating previous recommendations on the 18/19 additional funds given the current situation with COVID-19. The board did approve at their last meeting to use additional funds from 18/19 to pay down district reserve.



Minutes

5. Resource Request Analysis Presentations

5.1 Professional Development – Corey presented the Resource Request Analysis for Professional Development. These requests are brought forward in variety of ways, mostly through committee discussion and survey.

6. Discussion Items

6.1 2020-21 Tentative Allocation Update – Lisa shared information on the tentative budget allocation for 20/21. In addition to the SSFF challenges we are also dealing with the unknown impact of COVID-19 and how it will affect our budgets moving forward. Lisa shared information from the state that they are leaning toward a workload budget for 20/21 which is based on the 19/20 allocation. There would be no COLA or consideration for projects or changes. Re-evaluation will be done later in the fall with a possible revision once more is known from the impact of COVID-19.

We did receive a tentative allocation based 19/20 P1 that was higher than the adopted budget for 19/20. Also, the district office budget has been re-evaluated and reduced significantly. Use of district wide reserve will be used for larger IT projects so the net impact on the colleges is a \$500,000 increase in district wide charge backs.

6.2 2020-21 Revenue/Expense Update - Lisa reviewed the 20/21 Tentative Budget estimates as of 4/14 with the committee. Local revenue includes non-resident tuition for a total revenue estimate of \$26,696,615. Lisa reviewed the breakdown of expenses and offsets. Our portion of district office chargebacks has been reduced based on our portion of the FTES district-wide. The difference between our revenue and expenses is - \$622,062.14 more in expenses. The committee is to identify at least \$622,061.14 of expenses that will not be included in the budget. The recommended budget is to be presented to College Council on April 30.

7. Budget Request Review – Lisa provided the 20/21 budget request worksheets in Sharepoint for review. The committee discussed the best approach for reviewing requests under the current circumstances. There was conversation on reducing fall travel to only what is necessary. The committee agreed the VPs and President would review travel and report back to the committee at the April 20th meeting. The committee agreed to prioritize the Resource Requests Summary and one-time requests prior to reviewing the budget worksheets.

The committee began prioritizing the Resource Request Summary using the rubric. Additional guidance may be necessary for prepares as a few of the requests were unclear as the committee applied the rubric criteria and ratings. The committee also discussed how selecting “non-applicable” effects the scoring average. There was also discussion about legal obligations and compliance issues. These items would be priority and not



Minutes

applied to the rubric for prioritization. Lisa will compile the ratings from the requests reviewed by the committee and work on options for figuring out the scoring of non-applicable items. She will add a statement to the rubric for legal obligations and compliance requests.

The committee is to continue to review and rate three more requests from M&O and the three remaining Professional Development requests. We will start with those at our next meeting on Thursday, April 16. Members should be prepared to have conversation on how ratings were selected. We will compare individual ratings and look for gaps in those ratings. Matt Crow and Corey will submit rating and include notes but will not be in attendance on April 16 due to negotiations meeting.

Action: Jill, Corey, Heather and Lisa will review travel and report back on April 20.

Action: Lisa will add statement to rubric on legal/compliance issues.

Action: Lisa will compile ratings on discussed items and work on options for scoring of non-applicable items.

Action: The committee will review and rate the remaining Professional Development Requests and 3 more for M&O to be discussed on April 16.

8. Review of Action Items -

8.1 Jill, Corey, Heather and Lisa will review travel and report back on April 20.

8.2 Lisa will add statement to rubric on legal/compliance issues

8.3 Lisa will compile ratings on discussed items and work on options for scoring of non-applicable items.

8.4 The committee will review and rate the remaining Professional Development Requests and 3 more for M&O to be discussing on April 16.

9. Future Agenda Items - Continue to review budget requests.

10. Meeting Recap for Report- The committee discussed our tentative budget allocation for 20/21 and the uncertainty of the State budget. The committee began review of the resource request items with the rubric to bring us into balance.

11. Future Meeting Dates

April 16, 2020 at 8:30AM

April 20, 2020 at 3:00PM

April 22, 2020 at 3:00PM

April 28, 2020 at 8:30AM

12. Adjournment 10:05AM

Minutes

Meeting Chair: Lisa Couch
Recorder: Crystal Leffler

