



Minutes

Committee Name: Budget Development Committee

Date: April 28, 2020

Time: 8:30AM

Location: Zoom

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

Absent: Matt Jones

Non-members in attendance: Jill Board

1. **Call to Order** - 8:33am
2. **Approval of Agenda** - Agenda approved with no changes.
3. **Approval of Minutes and Action Items** - Minutes approved from 4/22 with no changes.

3.1 Lisa will take the ratings we discussed and sort a variety of ways for the committee to evaluate at our next meeting. See agenda item #5.

4. Informational Items

4.1 2020-21 Revenue/Expense Update - Lisa provided the update Revenue and Expense Summary as of April 28. The summary was done differently, instead of trying to reduce the budget we have \$526,720.18 to add back as we identify prioritized items from the Resource Analysis and One-Time Requests to be funded.

5. **Review Rubric Results** - Lisa provided the updated Budget Request Rubric Summary worksheet with comparison of values, sorted by average, median and total. There were three items not subject to the rubric ratings that were grouped together for compliance or grant obligations. The committee reviewed the worksheet and the values to determine the best method to prioritize requests. The committee agreed to use the average scores and total for prioritization.

The committee reviewed the scores and discussed the best approach for funding items under the current situation. Jill had questions on lower scoring items such as the IWV single pull fire alarm and the request for Mammoth exterior lighting controls. She wants to confirm the direct effect and safety implications if these are not funded. Lisa confirmed the IWV single pull fire alarm is a nice to have for drills only with no safety implications. Lisa will confirm the request for Mammoth exterior lighting is not safety related.

Action: Lisa will confirm the request for Mammoth exterior lighting is not safety related for Jill.



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The committee continued to discuss the ratings and how funding the main building parking lot would leave little funds available for other prioritized items. Although we have been tasked to balance the budget without use of the reserve Jill would like to seek clarification on the use of the reserve for one-time expenses such as the parking lot. Our current reserve balance is above the required 5% cap. Jill will confirm with Chancellor Burke if the reserve can be used to fund the parking lot and email Lisa the information.

Action: Jill will confirm with Chancellor Burke the use of reserve on one-time expenses and email Lisa the information.

6. **Tentative Budget for College Council** - To bring forward a balanced budget for 20/21 the committee agreed to remove the parking lot request and fund prioritized requests that scored 17 or higher. This leaves a small amount that will go into the reserve. Lisa will make the adjustments from today's discussion and prepare the recommended budget for presentation to College Council. Lisa will send out to the committee for review prior to being presented.

Action: Lisa will work on the recommended budget and send out to the committee members for review prior to presenting to College Council.

7. Review of Action Items -

7.1 Lisa will confirm the request for Mammoth exterior lighting is not safety related for Jill.

7.2 Jill will confirm with Chancellor Burke the use of reserve on one-time expenses and email Lisa the information.

7.3 Lisa will work on the recommended budget and send out to the committee members for review prior to presenting to College Council.

8. Future Agenda Items

8.1 Rubric Evaluation



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- 9. Meeting Recap for Report-Out** - The committee evaluated the best method for prioritizing requests using the rubric and identified items to be funded. The recommended budget will be prepared and presented to College Council.

The committee would like to communicate that the rubric was used in experimental mode and was not relied on to make budget decisions this year. The rubric was tested and used as a gauge to sharpen and guide our conversations when reviewing requests. Starting next year the rubric will be used as a base for our decisions. Training will be provided prior to the Fall 2020 planning processes begin.

In closing the committee reviewed all areas to reduce spending to only what is necessary. Alternate funding was recommended for most areas including items requested in the section and division plans.

- 10. Future Meeting Dates** - Lisa asked the committee to review the dates below to schedule meetings for the Rubric Evaluation. The committee identified May 7 from 9:30am - 11:00am and May 13 from 3:00pm - 5:00pm. Meeting invites will be sent out.

Identify Availability (2 dates):

Tuesday, May 5 from 9:00AM – 12:00PM

Wednesday, May 6 from 2:30PM – 4:30PM

Thursday, May 7 from 9:30AM – 1:00PM

Tuesday, May 12 from 1:00PM – 3:00PM

Wednesday, May 13 from 3:00PM – 5:00PM

- 11. Adjournment -**

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler