



Minutes

Committee Name: Budget Development Committee

Date: May 7, 2020

Time: 9:30AM

Location: Zoom

Present: Lisa Couch, Heather Ostash, Corey Marvin, Matt Crow, Matt Jones, Kristie Nichols, Debbie Gregory

Absent: Frank Timpone, Jacob Kelley

Non-members in attendance:

1. **Call to Order** - 9:30am
2. **Approval of Agenda** - Agenda approved with no changes.
3. **Approval of Minutes and Action Items** - Minutes approved from 4/28 with no changes.
 - 3.1 ***Lisa will confirm the request for Mammoth exterior lighting is not safety related for Jill.*** Lisa confirmed that the Mammoth exterior lighting is not a safety issue. The lights are actually staying on.
 - 3.2 ***Jill will confirm with Chancellor Burke the use of reserve on one-time expenses and email Lisa the information.*** Jill confirmed with Chancellor Burke that we can use our reserve for one-time expenses. The college reserve will be used for the main building parking lot repairs.
 - 3.3 ***Lisa will work on the recommended budget and send out to the committee members for review prior to presenting to College Council.*** Lisa prepared the recommended budget and sent out to the committee for review. The recommended budget was presented to College Council on April 30, 2020.
4. **Rubric Evaluation** - Lisa provided a summary of details related to the rubric based on conversations the committee had during the testing process. She also provided information on the current available options that requestors can choose from in the 20/21 budget worksheet for review.

The committee discussed the following rubric elements in detail and worked on the summarized list to refine all elements. The committee agreed that it would be helpful to add a few sentences to better define each rubric element.

- **Data Informed:** Expenditures should be based on data. Provide guidance and educate on how this committee views data and how this impacts judgement on requests. Data informed could simply mean supporting facts or specific details. The committee agreed to move away from using the word "data" and instead reference "supporting facts & data". Include brief explanation of factual details. Provide examples of requests with



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good and bad factual information and where it can be found. Examples (age, high traffic areas, where located, etc.). Data does not mean statistics.

- Clarify Explained by Planning: Provide a variety of examples of what is clear and unclear from this committee's prospective. Provide a place to list documents and directions on where and how to access documents. The committee also wants to be clear that if a document is being referenced the preparer should make sure the committee can access it. There was conversation about access to these planning documents both as part of the budget review process and that may serve other purposes. Corey mentioned IEC can have conversation this fall as there may be other documents to consider and there will need to be a location identified – possibly the G Drive that is accessible by all college employees. The committee agreed, however, the during the budget cycle, it would be helpful to have these documents loaded to SharePoint for easy access. The committee also discussed that the rubric should be clear that, if the planning document cannot be located, it is a missed opportunity for the requestor. The request should provide the opportunity for the requestor to provide specific directions on where to access the planning document and directions on how the individual can make the document available to the committee (based on the method identified by IEC). The committee agreed to a general "Help us help you" statement that indicates that the committee needs information to make a decision and without it, the committee is limited in its ability to consider requests.

Action: Corey will follow up in the fall with IEC on access to planning documents such as replacement plans.

- Additional explanation: The committee discussed whether there needed to be an additional element added to the planning documents (unit/section/division plans) where a better explanation could be added. The committee agreed that additional guidance should be provided on the use of the "explanation" field in the budget worksheet. It is in this field that they should provide more information if the request is not already referenced in the unit/section/division plan.
- Innovation: Innovation introduces something and improves quality but does not fit for all expenditures. The committee agreed that innovation should move the institution forward. The committee agreed to give bonus points on a scale from 1 - 3 points.
- Cost Savings: There was discussion about whether we accurately capture cost savings (does the savings outweigh the cost). The committee agreed to add this to the operational efficiency element and it should also be addressed in their planning/supporting facts.
- Primary Focus - This area was discussed last fall but was not used this year in the budget review process. The committee discussed ideas on how to be transparent and provide a budget outlook up front for prepares to consider while developing their budget. Heather shared that Ventura College Vice Presidents meet in the spring to forecast ahead and establish institutional priorities for the following year. This information is communicated to plan prepares in the fall to create a clear understanding on how the budget is being viewed for the year and areas of high priority and focus. There was discussion about using these areas to establish context rather than priorities.
- The committee agreed that our ratings are not based solely on the budget worksheets and planning documents. This committee uses all information obtained through various conversations, meetings and documentation to make budget decisions. The committee



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will work on providing examples of what is helpful in explaining the degree of need and how that information is used to help this committee make informed decisions.

Action: Lisa will work on fine tuning the rubric elements to be discussed next week.

5. Review of Action Items -

5.1 Corey will follow up in the fall with IEC on access to planning documents such as replacement plans.

5.2 Lisa will work on fine tuning the rubric elements to be discussed next week.

6. Future Agenda Items -

None

7. Meeting Recap and Report Out -

The committee reviewed the rubric and are making adjustments based on what was discovered during the testing process this spring.

8. Future Meeting Dates -

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

9. Adjournment -

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler