



MINUTES

Committee Name: Budget Development Committee

Date: September 3, 2020

Time: 9:00AM

Location: Zoom

Present: Lisa Couch, Matt Crow, Frank Timpone, Debbie Gregory, Corey Marvin, Kelly Potten, Matt Jones, Heather Ostash

Absent: Kristie Nichols, Coby Roberts

Non-member:

1. **Call to Order** - 9:05am
2. **Approval of Agenda** - Agenda approved with no changes.
3. **Approval of Minutes and Action Items** - Minutes reviewed and approved from 5/7/2020 with no changes.

Action item update:

3.1 Corey will follow up in the fall with IEC on access to planning documents such as replacement plans. *Corey will add discussion on planning document location and access to the agenda for the September IEC meeting.*

3.2 Lisa will work on fine tuning the rubric elements to be discussed next week. *See agenda item #8.*

4. **District Wide Budget Committee** - Lisa reported the DWBC met last May. They are currently working on the fall meeting schedule. The DWBC and the Board of Trustees Finance Committee will continue their spring conversation on district office reserve this fall. The Sub-committees will be continuing to formalize their recommendations.

5. **Update on 2020-21 Budget** -

Lisa provided an update on the 20-21 budget. This information was shared via email on 7/7/20 with the committee over summer.



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- Deferrals – The state budget defers \$1.5B in community college funding into the 2021-22 fiscal year. Approximately half of this (\$791M) would be reversed if there is a federal stimulus package passed by October 15.
- No COLA – which means that SCFF rates remain the same as 2019-20.
- No enrollment growth funding.
- Reductions in 2020-21 and 2021-22 STRS and PERS employer contribution rates.
- No scheduled maintenance/instructional supplies funding.
- Minimal reductions in other categorical programs.

Our tentative budget was presented in July and balanced without the use of college reserve. We actually added approximately \$360,000 to the college reserve for Cerro Coso. Since the tentative budget was approved there has been minimal changes at CC for the adopted budget. There has been an extension granted by the Chancellors Office and we will present our adopted budget to the board in October.

There is unclear information on state revenue since the 19/20 revenue was higher than what was anticipated by about 1 billion dollars and for July the state revenue was also higher. We are unsure of the impact at this time.

The District is taking a conservative approach in allocating additional funds to the colleges. Any additional revenue not previously allocated to the college is going into the district reserve. This applies to both additional funds received in 18/19, or anticipated funds in 19/20 and 20/21. This is a regular topic of conversation at the Board Finance Committee Meetings. Lisa recommends committee members attend if possible. There has not been any recent news on a fall budget revision that was discussed in the spring/early summer.



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6. **District-wide Budget Software** - The current district-wide budget software isn't supported by Windows 10 which means we cannot get the budget from Excel into Banner. The district is looking at software that will streamline the process where everything can occur in the same system and perform scenario case budgeting. The district is in the early stages of selecting a vendor.

7. **2021-22 Budget Calendar** - Lisa provided the 21-22 Budget Calendar for review. Corey mention division plans should be presented at College Council.

Action: Lisa will update Budget Calendar to include division plan presentations at College Council.

8. **Rubric** - Lisa provided the updated rubric in revised format for review.

Explained by Planning - The committee agreed we need to maintain some flexibility, possible low rating if planning document could not located. Suggested revision to change from rating of 0 to "lower rating" in this instance.

Supporting facts and data - Add statement that in many situations items may be mentioned but further details are necessary to be clear. Not every expenditure rises to the level of a formal plan but needs an explanation. Such as carpet that needs to be replaced, support with more details.

Relevance – whether something is relevant may not be a yes/no answer but it may be somewhere on a scale. Revise language to consider "to what extent" the request is essential to the unit or program.

Operational Efficiency – remove last sentence that it applies to all areas of the college as this was not stated in any of the other elements.

Innovation - Bonus points - The committee agreed to increase points to 5, 3, and 1 and test this year.



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Action: Lisa will update the Rubric with the suggested changes discussed by the committee.

9. Review of Action Items -

9.1 Corey will add discussion on planning document location and access to the agenda for the September IEC meeting.

9.2 Lisa will update the Budget Calendar to include division plan presentations at College Council.

9.3 Lisa will update the rubric with the suggested changes discussed by the committee and she will email the rubric to Ben Beshwate, Academic Senate President.

10. Future Agenda Items -

11. Meeting Recap for Report-Out - The committee was updated on the District Wide Budget Committee. The 20/21 budget was reviewed along with the 21/22 budget calendar. Information was shared on the budgeting software that is being considered by the District Office. The updated rubric was discussed and will be shared with the Academic Senate President for transparency.

12. Future Meeting Dates

October 1, 2020 @ 9AM
November 5, 2020 @ 9AM
December 3, 2020 @ 9AM
Spring 2021 meetings TBD

13. Adjournment

Meeting Chair: Lisa Couch
Recorder: Crystal Leffler