



Minutes

Committee Name: Budget Development Committee

Date: November 12, 2020

Time: 9:30AM

Location: Zoom

Present: Lisa Couch, Debbie Gregory, Heather Ostash, Matt Crow, Kristie Nichols, Kelly Potten

Absent: Corey Marvin, Matt Jones, Frank Timpone, Coby Roberts

Non-Members: None

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 9/3/2020 with no changes.

Action Item Update:

- 3.1 *Corey will add discussion on planning document location and access to the agenda for the September IEC meeting. Discussed at IEC and agreement that these documents should be maintained somewhere. See agenda item #7.*
- 3.2 *Lisa will update the Budget Calendar to include division plan presentations at College Council. Completed – Lisa needs to post updated calendar to Sharepoint.*
- 3.3 *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. Completed – see agenda item #5*



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- 4. District Wide Budget Committee** – Lisa reported on the DWBC that occurred earlier on November 12. There was an introduction to CM Brahmbhatt, who is our new contact with Cambridge West. There was discussion about the 2019-20 320 recalculation and the impact on the 2020-21 320 reporting. There will be a 320 reporting training in the near future for the district. There were reports from the subcommittees. Subcommittee 1 will be scheduled to meet in the near future, Subcommittee 2 is working with CM on their pieces, and Subcommittee 3 submitted their final recommendations. CM asked for subcommittee 3 to meet with him. There was discussion at the college’s budget committee about what the intent of that meeting was. Lisa is planning to meet with CM to update him on the subcommittee’s recommendations. Steve asked that each college share their feedback on the district AURs. Heather asked for an update on the implementation of the recommendations that the DWBC previously made regarding the AUR process and Arlitha indicated she intended to begin implementing those in the spring. The meeting with the DWBC and the Finance Committee to review reserves is being postponed. There was discussion regarding the Spring meeting schedule. Matt expressed concern about the evaluation of faculty compensation as part of the review of funding for each college site that does not receive center funding from the state.

ACTION: Lisa will follow-up with Arlitha on the intent of the “evaluation of faculty compensation” as it relates to the review of funding for each college site.



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- 5. Feedback on Rubric** – Matt C provided the feedback from Academic Senate. There was discussion regarding two specific items – 1) the request that the budget committee provide feedback to requestors prior to notification of not supporting a request and 2) the request to make all budgets visible. The committee discussed that the flowchart was intended to address the first concern and that the initial decision of support/not support is done at the section/division plan level, not by the budget committee. The committee also discussed that the budgets are made available on the planning website, once we have a tentative budget.

ACTION: Lisa will follow-up with Matt J to get clarification on these two concerns.

- 6. Budget Augmentations** – Lisa reviewed the report of budget augmentations through October 19. Lisa also mentioned the additional funds allocated from the Capital Outlay fund for the IWV campus door lock project that had general unrestricted funds allocated. Due to the expanded scope of that project, additional funds were needed.

- 7. Planning Documents** – This was taken to IEC.

ACTION: Lisa will work with IT to create a new folder on the G drive for planning documents.

- 8. Budget Software** – Lisa reviewed the handout for the budget software and explained the general expectation from requesting budgets to review of budget requests at section/division plan level, to review of budget requests by the budget committee.

- 9. Review of Action Items**

9.1 Lisa will follow-up with Arlitha on the intent of the “evaluation of faculty compensation” as it relates to the review of funding for each college site.

9.2 Lisa will follow-up with Matt J to get clarification on these two concerns.



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9.3 Lisa will work with IT to create a new folder on the G drive for planning documents.

10. **Future Agenda Items** – In the early spring, this committee will be reviewing requests for funding for COVID related expenses, to be funded from COVID-specific funding sources.
11. **Meeting Recap for Report-Out** – Lisa provided an update from the Districtwide Budget Committee. The committee reviewed feedback from Academic Senate on the rubric. They reviewed budget augmentations through October 19, and identified a location for posting planning documents. There was also a brief overview of budget software.
12. **Future Meeting Dates**

December 3, 2020 @ 9AM
Spring 2021 meetings TBD – Lisa asked that committee members update their calendars so that Spring 2021 meetings can be scheduled.
13. **Adjournment**

Meeting Chair: Lisa Couch
Recorder: Lisa Couch