



# Minutes

**Committee Name:** Budget Development Committee

**Date:** December 3, 2020

**Time:** 9:00AM

**Location:** Zoom

**Present:** Lisa Couch, Kelly Potten, Kristie Nichols, Frank Timpone, Debbie Gregory, Corey Marvin, Matt Crow, Matt Jones

**Absent:** Heather Ostash, Coby Roberts

**Non-members in attendance:** None

1. **Call to Order** - 9:02am
2. **Approval of Agenda** - Agenda approved with no changes.
3. **Approval of Minutes and Action Items** - Minutes reviewed and approved with no changes from 11/12/2020.

**3.1 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.** Lisa stated this will be discussed in a joint meeting between the two subcommittees of the DWBC to see if it’s a consideration.

**3.2 Lisa will follow-up with Matt Jones to get clarification on these two concerns.** Action pending 12/3.

**3.3 Lisa will work with IT to create a new folder on the G drive for planning documents.** Action completed. A folder was created on G drive under college documents. This information will be communicated out to individuals if they would like to put documents there as we test the Rubric and formalize the process next year. Lisa will work with IT to confirm access to the G drive planning documents folder for users.

**Action: Lisa will confirm G drive accessibility for planning document users.**



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- 4. District Wide Budget Committee** - Lisa reported members should be receiving an invite to the upcoming BOT Finance Committee as requested. They will be discussing college and district wide reserve balances and how they are built and then distributed. The DWBC are trying to get better understanding of the process as to how those decisions are made. Lisa asked if there was any information we wanted to communicate to the BOT Finance committee. Lisa stated when this conversation started the colleges were not being fully funded but asked to provide a balance budget without the use of reserve. There has been in depth conversation around reserve and deferrals, and the concept of growth beyond cap. The committee agreed we need to advocate for adequate distribution of revenue to support our operational costs

Matt Crow inquired about the subcommittee discussion on the Pot Ash revenue. Lisa stated the members of the subcommittee had reached an agreement and made a recommendation that will be implemented and phased in over the next 4 years.

***Action: Lisa will advocate for adequate distribution of funds to support our operations.***

- 5. Budget Augmentations** - Lisa provided an updated list of the budget augmentations for review.
- 6. COVID Expense Request Review** - Lisa provided the COVID funding request form that went out via email to participatory governance committees and faculty chairs. Committees are being asked for recommendations on the use of funds for our response to COVID. Committees will submit the COVID funding request to be reviewed. The forms will be submitted by the end of January and reviewed in February by the budget committee. The committee will complete this review prior to the 2021-22 budget requests review.
- 7. Review of Action Items** -

***7.1 Lisa will follow-up with Matt Jones to get clarification on these two concerns.*** Action pending 12/3.

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***7.2 Lisa will confirm G drive accessibility for planning document users.***

***7.3 Lisa will advocate for adequate distribution of funds to support our operations.***

**8. Future Agenda Items - None.**

**9. Meeting Recap for Report-Out** - The committee discussed the DWBC and are in agreement that we need to advocate for an adequate distribution of funds to support our operations. We discussed the recent budget augmentations and briefly discussed our roll in the COVID funding requests.

**10. Future Meeting Dates**

Spring 2021 meetings TBD

**11. Adjournment**

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler