



# Minutes

**Committee Name:** Budget Development Committee

**Date:** February 9, 2021

**Time:** 1:00PM

**Location:** Zoom

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

**Absent:** Student representative

**Non-members in attendance:**

1. **Call to Order** - 1:04pm
2. **Approval of Agenda**- Agenda approved with no changes.
3. **Approval of Minutes and Action Items** - Minutes reviewed and approved from 12/3 with no changes.

***3.1 Lisa will follow-up with Matt Jones to get clarification on these two concerns.*** Action pending 12/3. Lisa moved to agenda item for 2/23 meeting.

***3.2 Lisa will confirm G drive accessibility for planning document users.*** Lisa reported the G drive should be accessible now for all planning document users.

***3.3 Lisa will advocate for adequate distribution of funds to support our operations.*** See agenda item #4.



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## 4. District Wide Budget Committee -

Lisa reported the DWBC met at the end of January. The interim CFO will be sending out budget information to all of the colleges. The committee reviewed the 19/20 P1 and P2 as it relates to the SCFF, and how that would distribute revenue to the three colleges based on the model that is still in discussion. The recommendation from the previous subcommittee related to changes in the district office budgeting process through AURs is being brought forward again for consideration and implementation. Heather stated her subcommittee was going to review models from other multi college districts to compare budgeting processes. It was recommended the district office budget should include some assumptions similar to how we budget. Lisa's subcommittee on other revenue was asked to clarify the recommendation on the Pot Ash Royalties to be clear on the begin dates. Also to consider using current year FTES for calculating other revenue if allocating the SCFF revenue on current year FTES. These were added to the subcommittee recommendation and will go back to the DWBC. Corey mentioned his subcommittee met and there was conversation about Cost over FTES. He stated this is not a good measure and that costs over the number of students is better, because schools with higher part time student populations still serve those students regardless of number of units. Lisa reported the DWBC is working on recommendations regarding reserve, both funding the reserve and distribution of the reserve to take back to the BOT finance committee. The goal is to have a new internal allocation model by end of this year.

***Action: Lisa will follow up with the two DWBC subcommittees on their progress.***

**4.1 Budget Augmentations** - Lisa provided the budget augmentations for review. Many of these have revenue offsets.



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- 5. COVID Requests** - Lisa shared the COVID funding worksheet with fund details and deadlines. She provided the COVID funding requests for the committee to review. The committee reviewed and approved all of the requests received. They had some questions on the M&O urinals and the Microsoft tablets IT requested. Lisa will have requestors address these questions prior to purchasing the items. Lisa will send requestors an email with the approved COVID funding source and activity code.

Lisa shared there was a presentation to the BOT related to the projected the cost of reopening and returning to campus. Matt Crow stated the faculty want more information on the returning to campus plan. Lisa said she will share the email on the projected cost of reopening.

***Action: Lisa will send out emails to COVID fund requestors with approved fund and activity code.***

***Action: Lisa will send out the email on the projected cost of reopening to the committee.***

- 6. Governor's January Budget** - Lisa provided the 2021 Joint Analysis of the Governor's Budget as of 1/8/21 for review.

- 7. Review of Action Items:**

***7.1 Lisa will follow up with the two DWBC subcommittees on their progress.***

***7.2 Lisa will send out emails to COVID fund requestors with approved fund and activity code.***

***7.3 Lisa will send out the email on the projected cost of reopening to the committee.***

- 8. Future Agenda Items -**

Follow-up with Matt Jones to get clarification on the two concerns from Academic Senate



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Budget Software update.

- 9. Meeting Recap for Report-Out** - The committee reviewed the budget augmentations to date. They reviewed the COVID funding requests that were received so far. These were approved and will be communicated to requestors.

## 10. Future Meeting Dates

February 23, 2021 @ 1PM  
March 2, 2021 @ 1PM  
March 9, 2021 @ 1PM  
March 15, 2021 @ 1PM  
March 23, 2021 @ 1PM  
April 6, 2021 @ 1PM

April 13, 2021 @ 1PM  
April 19, 2021 @ 1PM  
April 27, 2021 @ 1PM  
May 4, 2021 @ 1PM  
May 11, 2021 @ 1PM

## 11. Adjournment

Meeting Chair: Lisa Couch  
Recorder: Crystal Leffler