



Minutes

Committee Name: Budget Development Committee

Date: February 23, 2021

Time: 1:00PM

Location: Zoom

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

Absent: Matt Crow

Non-members in Attendance:

1. **Call to Order** -1:04pm
2. **Approval of Agenda** - Agenda item #7 was moved to beginning of meeting.
3. **Approval of Minutes and Action Items** - Minutes reviewed from 2/9/21 and approved with no changes.

3.1 Lisa will follow up with the two DWBC subcommittees on their progress. See agenda item #4.

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

3.3 Lisa will send out the email on the projected cost of reopening to the committee. Lisa sent email to members on 2/16/21.

4. **District Wide Budget Committee** - Lisa reported the DWBC met on 2/11/2021. They discussed a future agenda item for training on enrollment management. The training needs to go a step further to include discussion on how we report FTES. They discussed requirement for colleges to set aside dollar amount or percentage for Scheduled Maintenance, see agenda item #8. They discussed policy related to district wide reserve and how that is adjusted when balance exceeds or is under the minimum percentage. It was clear that the colleges should receive all the revenue and nothing off the top should fund the district wide reserve. The committee discussed the use of the district wide reserve and agreed there should be some sort of input from the colleges with mechanisms or parameters in place. This should include some language on setting dollar amount maximums and time limits to expend funds that would require more conversation. Lisa will take this input



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back to the DWBC for consideration. The plan is to have a new allocation model before June 30th.

Action: Lisa will take input from committee back to the DWBC regarding district-wide reserve and usage.

5. **Budget Augmentations** - There were no new budget augmentations.
6. **COVID Requests** - Lisa shared the COVID summary worksheet with the committee for review. We received two new funding requests, one for welding and one for library mailers. Lisa reviewed the details of each request with the committee. The library mailers are to support Inmate Education. The committee agreed to fund request and suggested they also get a quote from South Street Digital in Tehachapi. Corey provided additional details on the welding request. This is a two part request, one for welding booth renovation to comply with social distancing and another to expand the classroom by removing the center offices to enlarge space. Corey thought Strong Work Force funding might offset costs. The committee agreed to fund the welding booth renovation since it ties directly to safety and social distancing. The second part of the welding request will be reviewed again after we finalized the fall schedule next week. Once on ground classes are identified there will be a conversation with Cody as to what that looks like for cleaning and maintenance in terms of dollars amounts. If the welding expansion is approved the work would be done after spring classes have been completed.

Matt Jones asked how much COVID funding would be used for Fall instruction. Corey reported none, or very little. He said there may be extra hours for labs and that will depend on what goes into the schedule next week. He said for really small classes the funds exist as a safety net. Corey said this conversation and discussion on planning documents is on the IEC agenda this week. Matt will communicate to Academic Senate there is conversation happening.

Action: Lisa will notify COVID requestors with committee decisions and recommend they shop vendor on mailers.

7. **Academic Senate Questions** - Matt Jones reported there are a number of



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faculty that feel the Budget Development Committee is not transparent in communicating what we have or have not approved. They think this information should come directly from Lisa Couch. Lisa reported the new Budget software for next year will track the entire budget approval process. Within the new program we will see what went forward from the Dean, VP and Budget Committee levels. Matt suggested Lisa send the recommended budget to chairs for this budget cycle when she sends the recommended budget to College Council. This will remove their ability to say we are not transparent. Lisa has previously worked with Sylvia to post the budget to the website, along with an email to the chairs. Last year the budget was posted on June 29th, 2020. The second concern from Academic Senate was that there is little communication between the Deans and the chairs. Corey reported for CTE and Letters and Sciences both deans write notes in the comments sections on the planning documents that are posted online. These comments are there but some may not have knowledge. Corey will bring this to IEC for more dialog on section and unit plan budget requests. The review should be done at the section level and reported back to the chairs before the end of the Fall.

- 8. Funding for Scheduled Maintenance** - Lisa reported the DWBC discussed whether there should be a requirement that the colleges set aside funds for scheduled maintenance/capital outlay projects each year. They discussed whether the colleges should set aside a set percentage or a dollar amount. The discussions were related to reserving .5 or 1%. In the end, the DWBC agreed to leave this decision to each of the colleges individually. If we chose to do so, we could move these funds into the Capital Outlay fund, which was previously funded by the capital outlay fee. When Measure J passed, the Board took action to longer access this fee. If we choose to move funds to the Capital Outlay fund, we can't move the funds back to our general unrestricted fund. The funds are held and used only for scheduled maintenance/capital outlay. Lisa believes putting money in the fund would be an exclusion from the 50/50. Corey mentioned leaving in reserve so we can use funds. Lisa stated that would be a problem if our reserve needs to fund the college operations and creates a conflict between the two. Lisa will prepare a summary of the advantages/disadvantages of setting aside funds in the capital outlay fund and bring back for the committee to review.



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Action: Lisa will prepare a summary of the advantages/disadvantages of setting aside funds in the capital outlay fund.

9. Future Agenda Items

10. Review of Action Items

10.1 Lisa will take input from committee back to the DWBC regarding district-wide reserve balances and uses.

10.2 Lisa will notify COVID requestors with committee decisions and recommend they shop vendor on mailers.

10.3 Lisa will do benefits summary on creating a Scheduled Maintenance fund and bring back to the group for review.

- 11. Meeting Recap for Report-Out** - The committee provided input on the district reserve policy that Lisa will take back to the DWBC for consideration. They suggested there be set parameters with college input, cost maximums and timeline. The committee addressed the Academic Senate concerns on budget transparency. Some of these topics are on the IEC agenda. The committee reviewed and approved two new COVID funding requests. And discussed setting aside funds for scheduled maintenance projects.

12. Future Meeting Dates

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

13. Adjournment

Meeting Chair: Lisa Couch
Recorder: Crystal Leffler