



# Minutes

**Committee Name:** Budget Development Committee

**Date:** March 15, 2021

**Time:** 1:00PM

**Location:** Zoom

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

**Absent:** Matt Jones, Coby Roberts

**Non-members in attendance:**

1. **Call to Order** - 1:05pm
2. **Approval of Agenda** - Agenda approved.
3. **Approval of Minutes and Action Items** - Minutes reviewed and approved from 3/2/21 with no changes.

***3.1 Lisa will notify requestors with the COVID funding approvals.***

Completed.

4. **District Wide Budget Committee** - Lisa reported the DWBC met on 3/4/21. The committee had a lengthy discussion on the reserve language and general guidelines on usage. They evaluated whether or not this language should be policy or procedure. The committee meets again this Thursday to continue conversation on reserve policy and our internal allocation model.
5. **Budget Augmentations** - There were no new augmentations to report.
6. **COVID Requests** - Lisa presented the three new COVID requests for consideration. The committee reviewed the request from Peter Fulks to supply KCSO cadets and AO classes with Surface Tablets for use on the lecture portion. There were questions on how this request relates to COVID and our current process for loaning laptops to students. Corey stated the KCSO cadets are students in our program and the laptop loan process should be similar. He does not see the same need with the AO classes as these are employed officers obtaining advanced officer training. Corey suggested use of existing laptops. Peter noted in his request that laptop loans do not work for most of these recruits. Heather mentioned if funded what about other programs that may have a need for laptops. The committee questioned the impact on IT if funding was approved. Lisa



# Minutes

stated she will let Mike Campbell know the request is coming forward. Lisa will contact Peter to find out how the request relates to COVID. Corey will follow up with Peter to see how many laptops are for the AO classes for a possible reduction. This request is on hold pending further clarification.

The committee reviewed and approved the sanitization requests from Cody for more frequent pumping of the VIP mobile restroom for athletics.

The committee reviewed and approved the request to install sneeze guard at the reception desk. Cody is working on getting a quote for the Bishop A/R window. Kristie mentioned Tehachapi would like something too since hers only covers 1/3 of the counter. Lisa stated her situation was slightly different because it's not an enclosed space like these two areas and that she'll ask that Cody follow-up to ensure sufficient coverage at all spaces such as this

***Action: Lisa will contact Peter to get further clarification on how laptop request relates to COVID.***

***Action: Corey will confirm with Peter how many laptops are related to AO classes.***

***Action: Lisa will notify Cody his COVID requests have been approved. She will ask Cody to review all previously installed sneeze guards to ensure we have provided the maximum protection in these spaces.***

## 7. 2021-22 Budget Requests

**7.1 2021-22 Summary of Requests-** Lisa reported we are a bit behind as we have not received our tentative budget for 21/22. Lisa shared the summary of requests by area. She will make a separate folder in Sharepoint to include all the planning documents for review.

**7.2 2021-22 Budget Worksheets** - Lisa provided the Budget Worksheets for review that have been organized into 4 worksheets.

**7.3 2021-22 Resource Requests and One Time Requests Worksheet** - Lisa shared the summary of Resource and One-Time requests from IT, Professional Development, Facilities, and Marketing that came forward



# Minutes

from the planning documents. The committee agreed to begin the review process by applying the rubric to the Resources and One-Time request items similar to last year's process. Lisa shared the Budget Request Process and Rubric document with the committee to use on these request. Members will go in and assign a rating to the items that came through the resource request process prior to our next meeting scheduled for March 23.

***Action: Committee members will review and rate the items that came through the resource request process by next Tuesday, March 23.***

***Action: Lisa will move all planning documents to one folder in Sharepoint for easy access and review.***

## **8. Future Agenda Items**

**8.1** Funding for Scheduled Maintenance

**8.2** 19-20 Carryover Calculation (R1)

**8.3** 20-21 P1 Allocation

**9. Meeting Recap for Report-Out** - The committee reviewed the new COVID funding requests and the activity of DWBC as of March. Members will be reviewing and rating the items that came through the resource request process prior to the next meeting scheduled for March 23, 2021.



# Minutes

## 10. Review of Action Items -

*10.1 Lisa will contact Peter to get further clarification on how laptop request relates to COVID.*

*10.2 Corey will confirm with Peter how many laptops are related to AO classes.*

*10.3 Lisa will notify Cody his COVID requests have been approved. She will ask Cody to review all previously installed sneeze guards to ensure we have provided the maximum protection in these spaces.*

*10.4 Committee members will review and rate the items that came through the resource request process by next Tuesday, March 23.*

*10.5 Lisa will move all planning documents to one folder in Sharepoint for easy access and review.*

## 11. Future Meeting Dates

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

## 12. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler