



# Minutes

**Committee Name:** Budget Development Committee

**Date:** March 23, 2021

**Time:** 1:00PM

**Location:** Zoom

**Present:** Lisa Couch, Heather Ostash, Kelly Potten, Debbie Gregory, Matt Jones, Corey Marvin, Matt Crow

**Absent:** Frank Timpone, Corey Roberts

**Non-members in attendance:**

1. **Call to Order** - 1:04pm
2. **Approval of Agenda** - Agenda approved.
3. **Approval of Minutes and Action Items** - Minutes were reviewed and approved from 3/15/21 with no changes.
  - 3.1 Lisa will contact Peter to get further clarification on how laptop request relates to COVID.** See agenda item #6.
  - 3.2 Corey will confirm with Peter how many laptops are related to AO classes.** Action pending.
  - 3.3 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.** Action completed. Cody will be reaching out to all managers to confirm previously installed barriers are sufficient.
  - 3.4 Committee members will review and rate the items that came through the resource request process by next Tuesday, March 23.** See agenda item #9.2.
  - 3.5 Lisa will move all planning documents to one folder in Sharepoint for easy access and review.** Action completed.
4. **District Wide Budget Committee** - Lisa reported the committee met last week and are moving forward on the reserve policy recommendation. The recommendation was put in procedure instead of policy. Lisa will send the recommendation to members for review.



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**Action: Lisa will send the DWBC recommendation on reserve policy to the committee for review.**

5. **Budget Augmentations** - Future agenda item.
6. **COVID Requests** - Lisa shared the COVID funding summary worksheet with the committee. There were three requests for review including the follow up on the request for Surface Tablets from Peter Fulks. Lisa shared Peter Fulks email to answer the committees question on how the Surface Tablets request relates to COVID. There were questions about the web based testing requirement and if this was a KCSO requirement. Corey stated there is an analysis coming up to review the MOU with Kern County Sheriff to maintain a balanced partnership. The committee agreed the question was addressed and approved funding.

Heather provided additional information on the request for Presto Live Stream for athletics. Presto creates the infrastructure athletics is looking for and will assist with keeping spectators away. This is an annual expense and would cover one year of use. The committee supported this request.

Cody submitted a request to install a permanent sneeze guard in the A&R area at the Bishop Campus. This request was supported by the committee. Corey confirmed Deanna was also in support of this item.

**Action: Lisa will follow up with requestors on COVID funding approvals.**

7. **2019-20 Carryover Calculation (R1)** - Lisa shared the worksheet on 2019-20 Carryover Calculation. The carryover is based on group of funds not just GU001. Lisa wanted the committee to keep in mind that in Spring 2020 the BOT made a decision that any unallocated revenue for 18/19 and 19/20 would go into the district wide reserve. This revenue is reflected in these calculations. The college's GU001 budget is separated at the bottom of the worksheet. Our GU001 beginning balance for 20/21 is approximately \$5.6M. There were a number of things that caused this increase including COVID, which resulted in reduced expenses in 19/20.
8. **2021-22 Tentative Distribution** - Lisa shared the 2021-22 Tentative Budget



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Allocation with the committee. This allocation is based on 2019-20 P1. There were some questions at the District Wide Budget Committee regarding the growth allocation and that is being reviewed.

## 9. 2021-22 Budget Requests

**9.1 2021-22 Revenue and Expense** - Lisa shared the Revenue and Expense update as of 3/23/21. Lisa stated the permanent labor does not include the staffing requests from the Resource Requests Analysis. This will be updated after these requests have been reviewed. The figures show a balanced budget without use of reserve. If all budget requests were funded we would still add to the reserve. These numbers may be changing as planning documents are being reviewed at the Division Plan level for supported/not supported items. The committee will continue to work through the review process to tie resource requests to planning documents. The committee will continue to apply the Rubric to make sure it works as intended.

**9.2 2021-22 Resource Requests** - Lisa shared the RRA worksheet summary with the ratings that were provided by each member.

There is a request from SGCC for a kiosk in the Student Center for \$18,000. Heather confirmed SGCC would like to be in a more central location. They would like a desk similar to the one previously used in the LAC. SGCC no longer wants an office space. Lisa will confirm with Cody if this amount includes some electrical.

Since there were a number of committee members that had scheduling conflicts and had to leave the meeting, the remaining members did not review the ratings for individual items. Corey asked Lisa if she could provide two worksheets at our next meeting that included the average rating and the predominate number. He would like to see what difference this makes and if it would help expedite conversation Lisa wants to be cautious when there is discussion on ratings and the impact since we are doing another trial run of the rubric this year. The committee agreed these types of conversations require all members be present. Lisa will email committee members asking them to continue to review and rate the remaining Resource Requests and One-Time requests. She would like this



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completed by Monday, April 5.

The committee discussed the Rubric. They will continue to apply the Rubric to budget increases as they review the worksheets. Requestors need to make sure information transfers from Unit Plans to Resource Requests with specific justifications. Even though they may be requesting the same item year after year the planning and data need to be brought forward where it can be seen by this committee. Lisa will note the discussion and we will review input at the end of the planning cycle.

***Action: Lisa will follow up with Cody to see if amount included electrical for the SGCC desk.***

***Action: Lisa will prepare ratings worksheet with predominate number and average number to compare side by side ratings.***

***Action: Lisa will email members asking them to continue to review and rate the remaining Resource Requests and One-Time Requests.***

## 10. Future Agenda Items

### 10.1 Funding for Scheduled Maintenance

**10.2 Budget software issues mirror what we have in place.** Lisa reported they are having weekly meetings on budget software, but they are at a point where we need input from the college budget committees. This will be presented at the next meeting for discussion and recommendation.

## 11. Review of Action Items -

***11.1 Lisa will send the DWBC recommendation on reserve policy to the committee for review.***

***11.2 Lisa will follow up with requestors on COVID funding approvals.***

***11.3 Lisa will follow up with Cody to see if amount included electrical for the SGCC desk.***

***11.4 Lisa will email members asking them to continue to review and rate the remaining Resource Requests and One-Time Requests.***



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***11.5 We will be reviewing calendars to find meeting dates and times that will work for all members.***

**12. Meeting Recap for Report-Out** - Lisa reported the DWBC is moving their recommendation forward on district reserve policy. The committee reviewed the 19/20 carryover and 20/21 tentative allocation. They reviewed and approved three COVID funding requests. The committee discussed their approach on how they were going to use the Rubric and apply ratings.

**13. Future Meeting Dates** - We will be reviewing calendars to find meeting dates and times that will work for all members.

April 6, 2021 @ 1PM  
April 13, 2021 @ 1PM  
April 19, 2021 @ 1PM

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

**14. Adjournment**

Meeting Chair: Lisa Couch  
Recorder: Crystal Leffler