



Minutes

Committee Name: Budget Development Committee

Date: April 6, 2021

Time: 1:00PM

Location: Zoom

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

Absent: Frank Timpone, Corey 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 were reviewed and approved from 3/23/2021 – move Matt Crow from “Present” to “Absent”.
 - 3.1 Lisa will send the DWBC recommendation on reserve policy to the committee for review. Sent 3/24/2021**
 - 3.2 Lisa will follow up with requestor son COVID funding approvals. Completed**
 - 3.3 Lisa will follow-up with Cody to see if amount included electrical for the SGCC desk. In progress**
 - 3.4 Lisa will email members asking them to continue to review and rate the remaining Resource Requests and One-Time Requests. Completed – see 9b on the agenda**
 - 3.5 We will review calendars to find meeting dates and times that work for all members. In progress**
4. **District Wide Budget Committee** – Next meeting is April 8, 2021
5. **Budget Augmentations** – Lisa provided the updated worksheet with the recent Budget Augmentations. The March augmentations included the adjustment for the 2019-20 carryover calculation.
6. **COVID Requests** - Lisa shared the COVID funding summary worksheet with the committee. There was one request related to the ESCC Commencement. The committee approved funding.

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Lisa also brought up, for discussion, the previous request that had been approved for connecting the welding stations. The committee had previously approved \$150,000 for this portion of the request and indicated that it would reconsider the second portion of the request later in April. The second portion of the request included the removal of the center room (grinding room). Lisa shared a floorplan of the room so that individuals could visualize the space. Since there were likely other funds available to cover the removal of the room, this was included in the bid request. The winning bid, for the complete project, was \$134,000, which is less than what was approved for the first portion. The committee felt comfortable approving the entire project that was bid to be funded from COVID funds.

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

- 7. Transfer to Capital Funds** - Lisa recommended that we transfer funds from GU001 to our capital fund (CC102) for two projects. The projects are the Bishop Water Well and the IWV Main Building Parking Lot. Both projects are expected to cross fiscal years, so budgeting within GU001 is difficult give our budgeting timeline. The parking lot is also partially funded from the parking fund. The committee agreed to transfer \$250,258 for these two projects (\$179,500 for the Bishop Water Well and \$70,758.50 for the parking lot).
- 8. Budget Software** – Lisa shared the process for submitting a budget through the budget software, including the process to request an augmentation. For ongoing requests, the software does not allow us to ask questions at the account code (individual request) level outside of an open text field. We can ask for additional information at the fund-organization level. The committee did not feel that it was necessary to ask for the document or the strategic objective at the fund-organization level as this would already be addressed in the unit plan. The committee agreed that individuals could increase/decrease their budgets in the budget request process, based on agreed upon reasons for increases such as vendor price increase. The committee will review the types of increases that would be appropriate for this request process. The open text field could be used to provide a brief explanation of the increase. Generally, the committee agreed that one-



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time requests such as a new expense or program expansion, would need to be requested separately as an augmentation. There was discussion regarding when this would be rolled out to faculty. Given the likelihood that the system would not be ready for training prior to the end of the semester, training would be provided as soon as we return in the fall. Matt Jones indicated that it would be helpful if he could take a summary of the process to Academic Senate on April 15.

9. 2021-22 Budget Requests

9.1 2021-22 Revenue and Expense – No update provided since there were still revisions being made to supported items at the division plan level.

9.2 2021-22 Resource Requests – The committee members will complete their ratings by the end of this week. Lisa will then provide a side-by-side comparison of the predominate number compared to the average rating. There was discussion about how we could better utilizing the rubric and rating in the future including norming our ratings, by talking through several ratings at the start of the process so that individuals are reacquainted with the process each time. There was also discussion about the need to have examples of requests that rated high or low in the different elements, specifically between “Explained in Planning” and “Data Informed” or “Relevance” and “Operational Efficiency”. There was also discussion regarding excluding replacement items that are previously documented in a replacement plan from the one-time request process. These will all be considered in our evaluation at the end of this year’s process.

Action: Committee members will complete their ratings by the end of the week.

Action: Lisa will prepare side-by-side comparisons of the predominate rating and average rating for the next meeting.

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



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10.1 Funding for Scheduled Maintenance

11. Review of Action Items -

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

11.2 Action: Committee members will complete their ratings by the end of the week.

11.3 Action: Lisa will prepare side-by-side comparisons of the predominate rating and average rating for the next meeting.

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

12. Meeting Recap for Report-Out – Reviewed budget augmentations, including adjustment of 2019-20 carryover. Reviewed and approved COVID requests. Reviewed and approved transfer to capital fund for IWV parking lot and Bishop water well. Made recommendations related to the budget software. Continued our discussion on how best to utilize the rubric in reviewing requests.

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

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: Lisa Couch