



Minutes

Committee Name: Budget Development Committee

Date: April 13, 2021

Time: 1:00PM

Location: Zoom

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

Absent: Coby 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 reviewed from 4/7. Lisa noted one correction to absent members name change Corey Roberts to Coby Roberts.
4. **District Wide Budget Committee** – Lisa updated the committee on the work of the DWBC. They discussed charge back breakage, and the internal allocation model. Bob Ngo shared the SCFF funding for KCCD over the last several years. They did a comparison of budgeted charge backs to actual charge backs. Over the last several years, the actual charge backs were less but funds are still committed as part of our budgeting process. While ultimately this reduction results in the college's having money put back into their reserves, it does not allow them to use those funds as part of their annual planning process. The DWBC also confirmed the direction of the remaining sub-committees. There is discussion on should there be a district office allocation versus only a charge back process. The DWBC agrees with the direction of this subcommittee.
5. **Budget Augmentations** – To be reported at the end of the month.
6. **COVID Requests** – The committee reviewed the request from Chad for the Math Department tablets for summer term. The previously used computers are not available. Corey will follow up with Chad to align request with recent discussion about using Dell or iPads.

Action: Corey will follow up with Chad on tablets for Math classes.

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Chad is requesting Fit Bits for summer classes. The committee discussed the long-term online learning plan. Corey stated device provides data to better determine outcomes even when we return to on campus. The devices are for one or two classes and would go to library for checkout once return to on site classes. Members questioned wrist reading and heart rate reading accuracy and the need to be reset after usage. A suggestion was made to look for heart monitors that can connect to personal cell phone. There were questions about the brand of Fitbit and if postage would be needed to send out to students. As well as IT support.

Action: Corey will follow up with Chad on Fitbit brand and if postage will be required for delivery to students.

Jennifer Curtis submitted substantial change ACCCJC to cover summer without any waiver to support Inmate Education for \$1500. The committee supported funding.

Lisa Stephens submitted request for additional supplies for IE students such as notepads and pencils for \$5500. The committee supported this request.

7. 2021-22 Budget Requests

7.1 2021-22 Revenue and Expense – Lisa provided an update on revenue and expenses. She highlighted the changes in red. The staffing resource requests are not included. These numbers will be changing as they discuss budget requests that were supported at the division level and not funded as well as additional one-time requests from FY 20/21.

7.2 2021-22 Resource Requests & One-Time Requests – Lisa provided two worksheets for comparison of the committee ratings on the one-time requests and resource requests. One worksheet compiles rating based on average number and one uses predominate number – for each rubric element. The committee agreed to use the average rating in part due to the separation it creates between the overall request ratings. The Bonus points are not included. The committee discussed the need for Bonus points to have a numerical value and explanation. The committee agreed that this would be something for discussion during the rubric evaluation



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later this semester. We would also discuss the element of “Compliance/legally required.” Lisa asked how members would like to proceed in reviewing requests with only 3 meetings until we need to make a recommendation. In addition to these resource requests and one-time requests, we still need to look at new requests within the worksheets, that are not one-time and determine if we want to apply the rubric to those items. Lisa stated she can look for those new requests and those that are a certain percentage or higher to pull together into worksheet. The committee discussed the amount of increase that should be flagged. The committee agreed to start by looking at increases above 10%. The committee also agreed that they should review any new requests. Lisa will pull information for our next meeting.

Action: Lisa will pull new budget requests and increases over 10% or any new requests for review at our next meeting.

The committee agreed that they would discuss any of the requests that were marked as a compliance item or legally required, even if only one committee member indicated this. The committee reviewed the requested items listed as compliance or legally required. The committee agreed if requests under this category are self-evident, they would be funded. The fence tightening and privacy slats for the CDC needs additional information for consideration. Heather stated there is a CDC requirement to have a secure facility. The locking mechanism at CDC for the front door was recommended to meet that requirement.

Action: Lisa will follow up with Jessica Krall on CDC fence tightening and privacy slats to gain additional information.

The committee discussed the M&O resource for electrical at Tehachapi for large copier. Debbie stated a large copier needs a large room, working tables along with a printer operator and the correct room temperature. She thinks printing will slow once we are no longer online. She also mentioned the maintenance contract for this type of equipment is approximately \$7000 per year. Conversation remains on size and annual costs. The committee agreed to fund electrical for the copier.

M&O chipper and sprayer – Remove compliance/legal required mark.

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Science chemicals removal was changed by the committee to legal required/compliance.

The committee discussed what number to draw the line on funding. Corey stated he thinks all these requests should be funded since they have gone through several reviews and funds are available. He stated the Rubric implementation, lists, and prioritization is working. Lisa asked if group supported all items in list to be funded. The committee agreed. Lisa indicated that there would be a few additional items added to the one-time request list that the committee members would need to rate. When the other items get added Lisa will ask members to rate and they will be placed in the list.

ACTION: Lisa will add the additional one-time request items and ask committee members to rate prior to the next meeting.

8. Future Agenda Items

8.1 Funding for Scheduled Maintenance

8.2 Discussion on defining increase types for budget software.

9. Review of Action items:

9.1 Corey will follow up with Chad on tablets for Math classes.

9.2 Corey will follow up with Chad on Fitbit brand and if postage will be required for delivery to students.

9.3 Lisa will pull new budget requests and increases over 10% for review at our next meeting.

9.4 Lisa will follow up with Jessica Krall on CDC fence tightening and privacy slats to gain additional information.

9.5 Lisa will add the additional one-time request items and ask committee members to rate prior to the next meeting.

10. Meeting Recap for Report-Out – The committee discussed the DWBC progress and subcommittee recommendations. They reviewed new COVID requests. The revenue and expense update was reviewed and in balance without the use of reserve. One-time requests and resource requests were



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reviewed. Compliance items were identified and separated out. Lisa will work on identifying increases as discussed to be reviewed at the next meeting.

- 11. Future Meeting Dates** – There was discussion about the upcoming meeting dates and whether there were conflicts. There were several option dates discussed. The committee agreed to reschedule the May 4 meeting to May 5 from 10:30 to noon.

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