



Minutes

Committee Name: Budget Development Committee

Date: April 19, 2021

Time: 1:00PM

Location: Zoom

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

Absent: Coby Roberts

Non-members in attendance:

1. **Call to Order** – 1:02pm
2. **Approval of Agenda** – Agenda approved.
3. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 4/13/21 with no changes.

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

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

3.3 Lisa will pull new budget requests and increases over 10% for review at our next meeting. See agenda item #7.

3.4 Lisa will follow up with Jessica Krall on CDC fence tightening and privacy slats to gain additional information. Lisa spoke with Jessica Krall and Cody Pauxtis and they have confirmed this request is both compliance and safety related.

3.5 Lisa will add the additional one-time request items and ask committee members to rate prior to the next meeting. See agenda item #7.

4. **District Wide Budget Committee** – Lisa reported the DWBC meets this Thursday, April 22, 2021.
5. **Budget Augmentations** – Lisa will present the Budget Augmentation summary at the end of the month.
6. **COVID Requests** – Lisa shared the COVID funding requests for review. The requests from Chad for math tablets and Fitbits is pending further information.

The committee reviewed the request from Lisa Stephens for calculators for



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Inmate Ed. This detailed request replaces previous request with a different variety of calculators, total \$54,147 requested. There were no purchases made against the previous requests. The committee questioned the life cycle and replacement plan if approved. There was conversation about the checkout and return process. Kristie stated for inmate education if the calculators checked out are not returned the calculator is charged to their inmate account. Committee members approved funding as this request aligns with our mission to serve students.

The committee reviewed request from Julie Cornett for library mailers, labels, and stamps for Inmate Ed. There were questions regarding the postage usage and if for newsletters why not add to supplies packet.

The committee reviewed the request for Summer packet prep, \$2200 was approved by the committee.

Action: Corey will follow up with Julie Cornett on supplies and mailing requests for IE.

7. 2021-22 Budget Requests

7.1 2021-22 Revenue and Expense – Lisa reported there were changes in Resource Requests Analysis line that reflects additional items we will be discussed today.

7.2 2021-22 Resource Requests & One-Time Requests – Lisa shared the RRA and One-Time requests worksheets. The additional items were added to the priority list based on their average rating. Lisa will move the CDC fencing as compliance items to the top of the list as the committee previously indicated these items will be funded.

7.3 2021-22 Ongoing Increase Requests – Lisa provided a worksheet listing any increase over \$500 and any new budget requests in a new line for review. Lisa excluded any requests that had budget history. The committee reviewed the worksheet Lisa provided beginning with the largest increase of \$200,000 for water. There was discussion about several specific requests including:

- The committee discussed Bad Debt collection, 19/20 first year in budget. The committee inquired about use of COVID funds to cover these collections. Lisa stated the FA directors are working on this and



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that the student must authorize the use of student aid funds to cover this debt. Student can either get money directly, partially pay fee, or pay fees. We currently have no collection efforts at KCCD and the board policy revision on student collections has stalled and we can no longer place holds for nonpayment.

- The AJ direct vs contract amounts were adjusted and coded to show true costs of professional experts in these budgeted areas.
- The committee discussed the new \$10,000 travel request for Research. This travel was previously covered by grant funding and will be ongoing on the general fund. Heather asked if number was in line with previous travel covered by grant. Corey stated yes requests is in line and there is continuous need for now, but we may see reduction.
- \$8100 Library request is related to license that state level previous paid.
- \$7600 Presidents travel, consistent with pre-COVID travel.
- \$6000, English & Foreign language, ongoing PD for AB705, one in Math as well. Corey confirmed this may be part stipend but move to travel for now.
- \$4500 Presidents budget request – for recipient of the Excellence in Education Award to attend conference of choice. Achieving the Dream Conference – Supported but continue to look for other funding. Heather stated the grant paid for the membership last year that included 2 slots. Heather has a meeting coming up and she can find out if we can apply for grant funding to cover membership and 2 spots again this year.
- M&O has requested \$2600 for PD for Employees – this request is specific to building trades.
- There was discussion regarding several athletic budgets where there was an increase in one temporary labor account that is offset by a decrease in another temporary labor account.
- Allied Health, Prof-Exp in EMT classes there is need to have more instructors for best practice. Lisa asked if COVID funds could cover this increased need for EMT. Corey confirmed the process has changed and the expense is due to COVID. The committee agreed to this change. Lisa will move EMT Pro-Exp to COVID funding.

The group will continue to review the remaining increases at our next



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meeting.

Action: Heather will confirm if grant funding is available for Achieving the Dream.

Action: Lisa move EMT prof-exp requests from Allied Health to a COVID funding requests.

Action: Lisa move requests from English/Foreign language, \$6000 to 5220.

Action Lisa update worksheets to reflect changes.

8. **Define Increase Types for Budget Software** – Lisa asked members to review information on budget software before our next meeting. We will define the type of increases to review and how this may change our current process.
9. **Future Agenda Items**
 - a. Funding for Scheduled Maintenance
 - b. Rubric Evaluation
10. **Meeting Recap for Report-Out** – The committee reviewed the COVID funding requests. Additional information was requested on 3 items. The District Wide Budget Committee meets this Thursday. The committee reviewed new budget requests and increases over \$500. They continue to look for other funding sources. The previous one-time requests being funded will be rated and added to the priority listing worksheet.
11. **Review of Action Items** –
 - 11.1 ***Corey will follow up with Julie Cornett on supplies and mailing requests for IE.***
 - 11.2 ***Heather will confirm if grant funding is available for Achieving the Dream.***
 - 11.3 ***Lisa move EMT prof-exp requests from Allied Health to a COVID funding requests.***
 - 11.4 ***Lisa move requests from English/Foreign language, \$6000 to 5220.***
 - 11.5 ***Lisa update worksheets to reflect change.***
12. **Future Meeting Dates**

April 27, 2021 @ 1PM
May 5, 2021 @ 10:30AM

May 11, 2021 @ 1PM

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13. Adjournment

Meeting Chair: Lisa Couch
Recorder: Crystal Leffler