



Minutes

Committee Name: Budget Development Committee

Date: May 5, 2021

Time: 10:30AM

Location: Zoom

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

Absent:

Non-members in attendance: Coby Roberts

1. **Call to Order** – 10:33am
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 4/27/2021 with no changes. Action items were reviewed.
 - 3.1 **Corey will talk with Rebecca Pang and involve Gary Enns in discussion about a possible Faculty Tech Survey.** Corey will follow up on the faculty technology survey this fall.
 - 3.2 **Heather will investigate need for MIFI.** Action pending.
 - 3.3 **Lisa will provide options to test new budget software on current budget request for the next meeting.** See agenda item #8.
4. **District Wide Budget Committee** – Meeting scheduled for later this week.
5. **Budget Augmentations** – Lisa provided the budget augmentation summary for the month of April. There was the transfer to capital outlay funds for Bishop well upgrades and the main building parking lot, which this committee discussed. There was also a transfer for diploma covers for current graduates.
6. **COVID Requests – The committee reviewed COVID requests.**
 - The committee previously discussed the request of \$20,000 from Chad for tablets for Math classes on 4/27. The committee asked if these tablets would be checked out to students. Corey stated there is no rush, action pending. **Corey will follow up with Chad on tablets for Math and how they will be issued to students.**

Lisa Stephens requested \$28,000 to replace the LAC furniture with something more flexible and adaptable in classroom spaces. Kristie stated they can be more socially distant with different furniture as only 3 students are allowed in right now; this furniture would allow us to



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serve more students. There was conversation that COVID funds were being considered to replace the furniture in other areas of the campuses too, including the East Wing. Although this request is for open study furniture moving forward Corey asked Matt Jones and Matt Crow how to get faculty input on furniture configuration for instructional purposes. Matt Jones replied faculty are not really in control of the classroom assignment, so they utilize whatever furniture is in the classroom that they are assigned. The need for input needs to happen quickly and the committee does not want this to be perceived as “summer magic”. The committee agreed to take to College Council right away and seek input from faculty and students. In the fall, at the first College Council meeting, we will revisit for feedback. The committee approved COVID funds for the LAC furniture at Tehachapi.

- Resa in HR request \$100, to mail out recognition awards and service pins. The committee approved.
- Lisa confirmed the committee supports COVID funding, rather than 2021-22 GU001 funding, on the previously discussed professional experts for Allied Health and copier purchase (and associated maintenance work) for Tehachapi.

7. 2021-22 Budget Requests

7.1 2021-22 Revenue and Expense – Recommendation to College Council

Lisa reviewed the revenue and expenses as of 05/05/21. She included where the committee started for 21/22 in comparison to where we ended up. Our allocation came in higher and with all the approved funding we will add approximately \$736,000 to reserve balance for 21/22 budget. There may be some district office charge backs with benefit rates changes but Lisa does not anticipate any big changes. Lisa will inform the committee of any changes prior to presentation to College Council on May 13.

There was general discussion regarding the swing between the 2021-22 budget and the last several years. Several factors impacted the change in budget climate – primary being that the district allocated the revenue to the colleges rather than keeping the revenue for the district-wide reserve like they did in 2020-21.

Lisa shared that she wanted to provide budget requestors the budget



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recommendations for 2021-22 prior to the end of the semester, although she has some concern about the communication since next week is the last week of the semester. This is literally just a budget recommendation, and she wants to make sure the committee is okay that she states, “this is only a recommendation”. The committee agreed to the statement.

Action: Lisa will send out the 2021-22 tentative budget recommendations to requestors early next week.

8. Define Increase Types for Budget Software – Lisa provided information on the functions in the new budget software for comparison. She provided two recommendations using the Budget Request and Budget Augmentation processes with the software and how this relates to our current process. The wording within the software makes budget augmentation challenging as this term is not currently part of the budget process. This will be defined in the instructions. The committee reviewed both recommendations in detail and agreed recommendation #1, the budget request process would be most familiar to requestors. The committee agreed to use budget augmentation for IT, Marketing, M&O, and Professional Development – where resource request analysis are usually completed. Lisa said they will be looking at ways to report on what is being proposed vs funded. There was discussion regarding whether any components of the planning document could be removed given the functionality of this new software. Corey stated this will be an agenda item for IEC.

9. Rubric Evaluation – Deferred to next meeting. The goal is to implement by next fall. The committee would like to share with chairs and provide training before next budget cycle.

10. Future Agenda Items -

10.1 Funding for Scheduled Maintenance

11. Action items -

11.1 Corey will follow up with Chad on tablets for Math and how they will be issued to students.

11.2 Lisa will send out the 2021-22 tentative budget recommendations to requestors early next week.



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12. Meeting Recap for Report-Out – The committee discussed the DWBC will be later this week. They reviewed April budget augmentations, COVID funding requests and the budget recommendation to be presented to College Council. Lisa will provide update if there are any changes to the recommendation. The committee discussed the logic behind budget increases in the new budget software.

13. Future Meeting Dates

May 11, 2021

14. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler