



# Minutes

**Committee Name:** Budget Development Committee

**Date:** May 11, 2021

**Time:** 1:00PM

**Location:** Zoom

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

**Absent:** Matt Jones, Coby Roberts

**Non-members in attendance:**

1. **Call to Order** – 1:03pm
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 5/5/21 with no changes.
  - a) **Corey will follow up with Chad on tablets for Math and how they will be issued to students.** 5/11 Corey stated he has a meeting with Chad today and he will follow up.
  - b) **Lisa will send out the 2021-22 tentative budget recommendations to requestors early next week.** Lisa sent emails to budget requestors with clear information on the budget recommendation presented to College Council.
4. **District Wide Budget Committee** – The DWBC met May 6, they discussed revisions to board policy and changes to administrative procedures regarding reserve. The sub-committee is reviewing their recommendation on how to allocate district office expenses vs district-wide expenses. They looked at other colleges and districts for guidance. Arlitha will draft an internal allocation model to go along with documents as far as calculations are concerned.
5. **Budget Augmentations** – Lisa will cover budget augmentations in the fall.
6. **COVID Requests** – The committee reviewed the following COVID requests:
  - a. **Current Requests** – Tablet computers to support math, \$20,000. Pending action item, Corey has meeting with Chad later today.



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- b. Lisa requested \$1620 to extend the lease on 3 vans through May 31, 2021, to support changes in athletic schedule and away games. The committee supports this request.
- c. Lisa requested \$7,400 for Facility use scheduling software for use in 21/22 when we return. This will replace Outlook Calendars and event forms giving M&O Director the ability to assign work. Bakersfield and Porterville are implementing the same scheduling software. The committee supports this request.
- d. Nicole Griffin requested \$1500 for Swivl for the Child Development program. Lisa stated this was previous funded by COVID and this is the 2<sup>nd</sup> year. It allows students to be in setting when they cannot be in a center. The committee supports this request.
- e. Requests received prior to Fall 2021 meetings – Lisa asked the committee for feedback on reviewing requests through summer and how they would like to respond. Lisa asked the faculty; Matt Crow was open to meetings or email. Frank confirmed email. Lisa will investigate options for sending COVID requests out via email and consolidate requests to review several at a time.

***Action: Lisa will look at options for sending out multiple COVID requests to members for approval throughout summer.***

7. **Rubric Evaluation** – Lisa shared the Rubric and summary of notes that were made on the Rubric from the committee’s budget review discussions. The committee discussed bonus points and how bonus points are defined. They agreed to indicate in documents bonus points are assigned thru committee consensus.

The committee discussed compliance and legally required items. The committee defined legally required as something that pertains to local, state, or federal law and regulations. The Rubric will not be used on these requests. The committee discussed expanding the definition and grouping items like electrical needs when funding requests like art upgrades where the electrical is required to complete upgrade. Although these are not compliance or legally required the committee suggested adding note “required to support other request” or something to reference request to which it is a requirement.

On other items the committee agreed, each member will rate, and the



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average for each element will be used to get the initial priority list, then have the discussions. The committee will establish a norming to assist new committee members with the evaluation. Kelly mentioned in her review she had some issues finding information on the spectrometer. Heather suggested we use real examples for norming to make good use of time and to be taken most seriously. Once we have budget requests Lisa will identify a few with good and bad information for the committee to review.

There was some discussion on Explained by Planning and Supported in Facts and Data that there is not enough difference between the two elements. Corey found they score similar and the same with Relevance. He suggested using a starting sentence in the paragraph with language that clearly explains the difference between the closely related items. Heather and Corey offered to assist Lisa with the language in the starting sentence to draw the difference between the items. Good and bad examples will be provided to help with the development of what goes in the document and how it is supported.

Replacement plans were discussed and how the committee wanted to review or apply Rubric on annual basis. Matt Crow had concern since in the past we suspended replacement plans due to lack of funding. The committee discussed being flexible and agreed replacement plans will not be automatically funded. The committee will treat like compliance with conversation each budget year based on budget and cycle. The Rubric will not be applied to these requests.

The committee will provide guidance to encourage requestors to include narrative or attachment with details to support requested items in budget software or reference a planning document.

The committee will establish process where all budget increases are reviewed. All budget increases will be applied to the Rubric regardless of amount. Lisa mentioned the Primary Focus areas that is included in the budget worksheet but not included in budget software she is concerned about leaving in Rubric. Corey believes this is captured in other areas. The committee supported removing the statement completely from the Rubric and the budget process document.



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The committee discussed developing a mechanism to evaluate the money funded and how we confirm the money is being used to improve the work of the institution. At some point there will need to be a feedback piece or maybe categories of assessment on the planning side to track funding.

***Action: Lisa will update Rubric based on the committee discussion and send out this summer for review.***

## 8. Future Agenda Items

a. Funding for Scheduled Maintenance -

9. **Meeting Recap for Report-Out** – The committee reviewed the progress of the DWBC. They discussed COVID requests are making changes to the Rubric for fall 21/22.

10. **Other discussion** - Lisa will send out invite to College Council meeting covering the Staffing Resource Request that was included in the budget recommendation. There was some discussion on retirement and filling positions over summer and the impact of those changes.

## 11. Review of Action items –

***a) Corey will follow up with Chad on tablets for Math and how they will be issued to students.*** 5/11 Corey stated he has a meeting with Chad today and he will follow up.

***b) Lisa will look at options for sending out multiple COVID requests to members for approval throughout summer.***

***c) Lisa will update Rubric based on the committee discussion and send out this summer for review.***

## 12. Future Meeting Dates – TDB

## 13. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler