



# Minutes

**Committee Name:** Budget Development Committee

**Date:** September 8, 2021

**Time:** 2:00PM

**Location:** Admin Conf Room AND Zoom

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

**Absent:** Kristie Nichols

1. **Call to Order** – 2:02PM
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items** – Correct Matt’s name in the 5<sup>th</sup> paragraph of item #7 to read “Matt Crow”.

A question was asked about how we would be handling COVID funding requests now that the semester had started. The committee agreed to continue to review COVID funding requests via email during the fall semester since the committee is meeting monthly.

4. **District Wide Budget Committee** – The DWBC met on Friday, September 3, 2021. There was a review of the 2021-22 district office budget, which includes \$6.7M for COP contributions and \$5.5M for the OPEB obligation. The 2021-22 internal budget allocation was reviewed. The tentative timeline for the DAUR was reviewed. The committee reviewed the goals for the 2021-22 which includes the new internal allocation model.
5. **Budget Request Process / Rubric** – The committee reviewed the updated rubric. The discussion included:
  - Adding a second example in “Planning” that doesn’t include a new initiative, but how it enhances a program or addresses a gap.
  - Needing to decide the level of authority that the rubric has. The committee agreed with “predominately guides” or “heavily influences”. Part of this discussion was related to the situation where a lower item may be funded due to available funds. The committee discussed providing an explanation to College Council if the recommendation is not solely based on the priority established through the rubric.



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- There was discussion that, just because there are funds available, the committee may not fund all requests. There may be reasons why we are choosing to build the college reserve versus funding requests.
- There will be additional information added to the rubric to clarify that this is a response to the recommendation from the 2018 accreditation report.
- There was discussion about the level of feedback to the requestors related to our ratings. This feedback increases transparency of the process, but also invites appeals. The committee will address this in a future meeting.
- Additional comments need to be added to each example to provide an explanation of why it was a high or low rating.

These changes will be made to the rubric and shared with the committee by the end of the week. Committee members will review and provide feedback by the end of the following week, September 17. The rubric will then be available to be included in the planning process early the week of September 20.

**Action: Lisa will revise the rubric and send to the committee by the end of the week.**

6. **Budget Calendar** – Deferred to next meeting
7. **Future Agenda Items**
  - a. Feedback to requestors on ratings
8. **Meeting Recap for Report-Out** – The committee reviewed the topics discussed at the September 3 DWBC meeting including the changes to the 2021-22 District Office budget, the 2021 adopted budget allocation, and 2022-23 DAUR timelines, and goals for 2021-22. The committee reviewed the revised rubric and will be finalizing changes for distribution beginning the week of September 20.
9. **Review of Action Items:**
  - a. **Lisa will revise the rubric and send to the committee by the end of the week.**



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**10. Future Meeting Dates - TBD**

**11. Adjournment**

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler (absent)