



Minutes

Committee Name: Budget Development Committee

Date: October 13, 2021

Time: 2:00PM

Location: Zoom

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

Absent:

1. **Call to Order** – 2:03pm. The committee welcomed new member Alex Gilewski.
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 9/8/21 with no changes.
 - a. Action items reviewed: *Lisa will revise the rubric and send to the committee by the end of the week.* Lisa sent out the revised rubric and posted to the planning web site. The budget calendar and rubric were also posted in Canvas. Lisa will confirm Alex has access to the planning document files.
4. **District Wide Budget Committee** – The DWBC is discussing general staffing to be included in the 22/23 planning documents.
5. **HEERF/COVID Requests** – **The committee reviewed COVID requests:**

The committee discussed the COVID funding request.



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- a. Cody requested ION meter for all our building. \$5402. The committee supported request. The committee supported this request.
 - b. Tech for Hyflex Modes of Instruction, \$1500. The committee discussed the request; Purchase one camera as a pilot test that can used by all programs. The committee supported this request.
 - c. Student worker for M&O submitted via Heather. \$2000. The committee supported request.
 - d. Virtual Tour – one-time expense. \$16,301, recommended for variety of reasons. The committee supported this request.
 - e. Tehachapi front office printer, \$1,500. Kristie reported the ISEP printer is across campus and not convenient. Printer/scanner will be used for scanning documents to counseling but not specific to ISEP. The committee approved request.
6. **Budget Augmentations** – Lisa reviewed the budget augmentations that were made since the adopted budget. She reviewed the three new augmentations that were included in the summary.
 7. **Budget Calendar** – Lisa provided the Budget Development Calendar for 2022-23. Lisa will send out the College Council invites when the planning documents are on agenda for review. The Resource Request Analysis will be reviewed in February and invites will go out for those meetings.
 8. **Budget Request Process – Feedback to Requestors** – The committee continued the discussion on providing feedback to the requestors about the ratings. The committee considered the budget timeline and agreed it would be best to post the overall ratings list for transparency.
 9. **SMSR and Instructional Support Funding** - The scheduled maintenance and instructional support. Sent email large allocation from state. District 11million dollars. Significantly higher. Lisa provided history of how the funds were used in the past. 1.1 for ss and 1.4 in support. Lisa called out to faculty chairs for planning process 22/23 carefully access area and identify instructional area needs. Review as part of budget process in identifying areas that can be funded with these funds. 21-22 Lisa reviewed the SM projects were shared and identified.



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10. **Future Agenda Items – TLM –** Onground generates FTE, online same class 92% of what we generate on ground. Title 5 Ed Code. FTES generated from online class. Thru the pandemic title 5 online now generate full FTE like onground but slightly less than on ground. Retroactive to 2021. Not effect us. We were already at cap. No growth, we reached cap. However, benefit this semester, we had less FTE. Revised formula now only 2% down. Long term still unclear. FTES generated for last year will be much higher but could not leverage for revenue.
11. **Meeting Recap for Report-Out –** The committee discussed dwbc and generally staffing needs . 5 covid funding requests. 3 augemnetaiobn calendar. Agreed how we would provide freeback. Reviewed SM funding an work. Term Length Multiplier change.
12. **Future Meeting Dates –** We will review schedules and look for time in November. And CC invites. Oct 21, 28 and Nov 4. CC like 28th.
13. **Adjournment**

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler