



Minutes

Committee Name: Budget Development Committee

Date: February 23, 2022

Time: 9:30 AM

Location: Zoom

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

Absent: Heather Ostash, Alex Gilewski

1. **Call to Order** – 9:35 AM
2. **Approval of Agenda** – Agenda approved.
3. **Approval of Minutes and Action Items (attachment)** – Minutes reviewed and approved from 11/18/21 with no changes.
4. **District Wide Budget Committee** – Lisa was unable to attend the last DWBC meeting but based on the email following the meeting, the recommendation on reserves and new Internal Budget Model are going forward to the Board Finance Committee today. Lisa will share the recommended allocation model and reserve proposal with the committee and post in the group. There were no other updates to report.
5. **HEERF/COVID Requests (attachments) – 2** – The committee reviewed COVID funding requests. A request for additional digital displays for \$12,000 was requested for the IWV campus. The additional displays will be used in student gathering areas. SGCC input was provided on suggested areas. The committee approved request.

The committee reviewed a request to replace all desktops with laptops for classified staff. Workstations will have dual monitors and docking station. The purchase would prepare the college for future mobility. The request was reviewed by the Technology Resource Team, Administrative Cabinet, and College Council. The upgrade is for Classified Staff computers only. The committee approved request.

6. **Budget Augmentations (attachment)** – Lisa reviewed the budget augmentations as of January 2022. There was discussion on a service contract purchased with iTV Grant Funding that was not an approved expense from the funding agency. The grant ended two years ago, and they are just now trying up costs. The ongoing expense is in the IT budget.



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7. Accreditation Response (attachment) – Lisa shared draft of the response to the accreditation recommendation related to resource allocation with the committee. The document outlined the review process the committee utilized with the rubric to view information and make budget recommendations. The draft document was prepared by Lisa and Matt Jones. Matt Crow suggested language changes about innovation to clarify that innovation still needed to be an appropriate request. Corey will work with Lisa to finalize document without adjusting content to align with the overall document.

8. Future Agenda Items – Budget review.

9. Meeting Recap for Report-Out – The committee discussed the DWBC recommendations on the internal allocation model and reserve policy. The committee reviewed and approved two new HEERF funding requests. Budget augmentations thru January were discussed. The Accreditation Response was reviewed and Corey will fine tune statement about innovation and adjust to align with overall document.

10. Future Meeting Dates

3/14/22	1pm – 2:30pm
3/21/22	1pm – 2:30pm
4/04/22	1pm - 2:30pm
4/11/22	1pm - 2:30pm
4/18/22	1pm -2:30pm
4/25/22	9am-10:30am
5/05/22	10:30am – 12noon

11. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler