



# Minutes

**Committee Name: Budget Development Committee**

**Date: April 11, 2022**

**Time: 1:00PM**

**Location: Zoom**

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

**Absent:** Corey Marvin

**Non-members in attendance:**

1. **Call to Order** – 1:03 pm
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items (attachment)** – Minutes pending from 4/4/22.
4. **Resource Request Presentations** –
  - a. **Marketing (attachment)** – Natalie Dorrell joined the meeting at 1:12 pm to discuss the PIO Budget and Marketing resource requests. She stated that only supported items were brought forward. Lisa asked about some items being included in the PIO budget. Natalie confirmed they are included in her budget. Natalie shared that online marketing and pop-up involvement are expensive and require an annual commitment but are worth the cost. Natalie based the paper budget on last year's remote learning for ISEP.
  - b. **Information Technology (attachment)** – Mike Campbell joined the committee at 1:22 pm to discuss the IT resource plan that was captured through the planning process. Mike stated he has the wall mount TV for Tehachapi with installation pending relocation. IT supports the Distance Ed request for the software to match up with California license agreements. The IP-based broadcast speakers to enhance safety are specialized and connect to the network. Mike stated the requested amount includes lots of labor and materials for the installation. Once wired we can use for any network device.
  - c. Maintenance & Operations (April 18)
  - d. Professional Development (April 18)



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5. **District Wide Budget Committee** – Lisa stated the DWBD met last Friday and discussed whether to do a partial implementation of the new internal allocation model. Specifically, implementing only the SCFF and other revenue portion and delaying implementation of the district office/district wide piece for one year. There was quite a bit of discussion about delaying the district office/district wide piece for one year based on whether the district office would take that year to “build up” their budget including adding new positions. There was no resolution reached on implementation. It was recommended the district follow the AUR process for recommendations on positions. Lisa asked if the committee had any concerns to bring forward.
6. **HEERF/COVID Requests** – Lisa shared two COVID funding requests for approval.
  - a. ISEP training to prepare for the return to instruction for summer/fall. The committee supported this request.
  - b. Amplification for instructions, return, mask, and portable applications. There was a discussion on how many amplification devices are needed. The committee supported this request.
7. **2022-23 Revenue and Expense Estimate (attachment)** – Lisa shared the 22-23 tentative budget as of 4/11/22 with the committee. The resource request analysis and permanent labor from staffing analysis will be incorporated. The chargebacks will change with the new internal allocation for 22/23.
8. **Budget Request Review** – The committee had previously discussed reviewing all budget increases but due to the budget timeline discussed refining criteria. Lisa suggested a combination of 10% or \$500 and then all one-time requests would be reviewed. Lisa shared that Porterville College separates into sub-groups to complete the budget review process. The committee agreed to complete the review process by sub-group. Lisa will pull together 3 groups and redistribute requests evenly by admin area due to the time frame. Each area VP will be included in the group that reviews the requests for their areas. Lisa asked the committee to finish rating LR001 and Instructional Equipment. Lisa asked if ratings can be completed by the next meeting on 4/18. Lisa will also add in the resource request items from IT and Marketing. Lisa will follow up by Wednesday with groups and



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assigned budgets. She will organize information in Sharepoint as we continue the review process.

Planning documents can be accessed from the Cerro Coso home page. See the bottom of the page and click on Institutional Effectiveness, 2022-2023 Planning documents.

9. **Future Agenda Items** – Budget review.
10. **Meeting Recap for Report-Out** – The committee discussed that DWBC is moving forward with partial implementation of the internal allocation model. Marketing and IT resource plans were presented. COVID funding requests were reviewed. The committee reviewed the beginning budget and requests. They discussed their approach on how to rate them in a timely fashion.

## 11. **Future Meeting Dates**

4/18/22	1pm -2:30pm
4/25/22	9am-10:30am
5/05/22	10:30am – 12noon

## 12. **Adjournment**

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler