



Minutes

Committee Name: Budget Development Committee

Date: April 25, 2022

Time: 9:00 am

Location: Zoom

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

Absent:

Non-members in attendance:

1. **Call to Order** – 9:04 am
2. **Approval of Agenda** – Agenda approved.
3. **Approval of Minutes and Action Items (attachment)**. Minutes pending from 4/18/22.
4. **District Wide Budget Committee** – Lisa reported the DWBC met last Friday. They reviewed the draft income allocation that does not include District Office or District-Wide expenses just SCFF and other revenues, general unrestricted. The DWBC is considering to delay full implementation until 2023-24 but there were concerns expressed about this giving the district office the opportunity to inflate their budget. There was discussion about new positions being added and the process for the temporary positions to become permanent, which should be through the AUR process.
5. **HEERF/COVID Requests** – Lisa sent one request via email for Outdoor Furniture. The committee asked for additional information on the design for heat and wind, especially at the IWV campus.
6. **Budget Request Review** – Lisa shared the 22/23 tentative budget as of 4/25/22. With the addition of permanent labor and resource requests analysis, we show adding to our reserve.
 - A. Lottery (follow-up) – Lisa shared the lottery worksheet ratings. There is clarification pending on the \$25,000 kinesiology request.
 - B. Resource Requests – Lisa noticed there were still requests that needed be rated. These will be completed in advance of the next meeting.



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C. GU001- Requests were sorted with Compliance items at the top, then average. Requests with bonus points were discussed and broadly conceived. The committee discussed an approach to review ratings. Lisa stated we should review the ones with bonus points since that changes rating. The committee agreed to discuss bonus points and compliance requests first and then move to the lower rated requests (below 5.0).

- Compliance – Natural gas and utilities. The committee discussed the rising costs in utilities and recommends increasing the budgets to accommodate them.
- Bonus Points were discussed, and the committee agreed that the assignment of bonus points needed to be reviewed further or that there should be a norming process related to bonus points each year.
- Requests below 5.0 average rating were reviewed and included:
 - The request for a student worker for Inmate Education when Financial Aid is not available was discussed. Heather stated the need previously was for correspondence due to COVID. Committee asked for justification for work being done now.
Corey will ask Ana for further details on the need for Inmate Education student workers moving out of COVID.
 - The request for a student worker for Inmate Education when The PIO – Increase in software needs more information.
Lisa will follow-up with Natalie.
 - The webinar in Deans' budget was discussed as a new request to support training. Section plan initiative for professional development where CTE has funding but not Liberal Arts. The committee agreed to fund from the general fund but will continue to look for other funding sources.
 - Faculty Flex – on-ground food - committee approved.
 - In-district travel – Corey provided details on increase related to return to post-pandemic travel. The committee approved.
 - The committee discussed the A&R travel budget. Heather reported it has been two years with a lack of robust experience gained from some conferences. This area is policy-driven, and it is important to rotate staff especially post COVID. The committee approved.
 - The committee discussed the Financial Aid request for non-instructional supplies. There is a \$500 increase with no

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explanation and a low rating. Heather stated she believes it is to print material.

Heather will confirm the Financial Aid request for non-instructional supplies.

- The committee discussed the request for a golf cart for athletics. This request was not supported in the Facilities Resource Analysis as Cody states carts have been provided. Lisa was trying to confirm if requests came in before carts were provided. Heather stated Lo has one cart constantly and often the other cart is being used. This request is a nice to have for Athletic Director to be able to move around fields or provide parent tours. Heather thinks there are other things in comparison that are a higher priority in the athletics budget. The committee discussed a checkout system for a cart from M&O for the reason athletics has described. Lisa will confirm with Cody the status of the carts. Cody had looked at having carts for tours specifically. The committee is not in support at this time.

There were no ratings from group 2 on Rebecca's request for an instructional stipend.

Lisa discussed the remaining budget timeline. She will look to schedule another meeting this week. She asked members to continue ratings and review for discussion at our next meeting.

7. Future Agenda Items

- 8. Meeting Recap for Report-Out** – The committee discussed the work of the DWBC and continued review of requests and ratings.

9. Future Meeting Dates

TBD

5/05/22 10:30am – 12noon

10. Adjournment

Meeting Chair: Lisa Couch

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Recorder: Crystal Leffler

