



# Minutes

**Committee Name:** Budget Development Committee

**Date:** May 5, 2022

**Time:** 10:30AM

**Location:** Zoom

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

**Absent:** Matt Crow

- 1. Call to Order – 10:35 am**
- 2. Approval of Agenda –** Agenda approved with no changes.
- 3. Approval of Minutes and Action Items (attachment) -** Minutes were reviewed from 4/18, 4/25 & 4/28 with no changes. Corey confirmed the student worker request for Tehachapi was requested for students that do not qualify for financial aid. The worker is needed for all work at Tehachapi not just ISEP support. They would assist with the digitizing of all paper files, registration, workshops, and relocation. The request was approved and will be funded 50% on the General fund and 50% on Equity.
- 4. COVID Requests (attachment) –** The committee reviewed two COVID funding requests. Lisa provided the locations of the Outdoor furniture as requested via email. The request includes solar tables with shade/power and trash receptacles. The committee supports this request. The second request is for \$800 to extend funding for the ISEP courier thru June. The committee supports this request.
- 5. 2020-21 Carryover Calc (attachment) –** Lisa shared the 20/21 carryover calculation. Lisa explained that the carryover calculation contains two separate pieces. The first is the “true-up” for each college based on actual revenue and expenses, with no change to the allocation. The second includes the adjustment due to the final allocation that the district received. The “true-up” based on actual revenue and expenses directly effects the college reserve. There are ongoing discussions about the unallocated funds and whether those will be distributed to the colleges or held in the district-wide reserve. Lisa also reminded the committee that the calculation is general unrestricted funds, not GU001.



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6. **Budget Augmentations (attachment)** – Lisa shared the Budget Augmentations. The adjunct dual enrollment and stipends and network switches were funded from the reserve. The funds for network switches were requested for FY 22/23 but due to notice from the vendor regarding a substantial price increase on July 1, funding was provided in the current year.
7. **Year-End Evaluation** – The committee discussed their work over the past year and areas of improvement.
  - The sub-committees that were formed to review requests in a timely manner were valuable and members would like to start the review process earlier. It was suggested that it would be more beneficial if these groups met rather than work individually on the ratings. There was discussion that there could be less committee meetings in the spring and that these subcommittees could meet on off weeks to meet to complete the review. The committee would come back as a whole to discuss the work done by the sub-groups. There was discussion about some basic rules for discussion in the subcommittees. For the current year, the groups were formed based on knowledge of each area (area Vice President in the group) but perhaps that doesn't create a level field in the discussions. The committee agreed that they would continue to discuss the composition and functions of each subcommittee in early fall.
  - Corey had a conversation with Sean on timelines and suggestions will go out for review. Corey suggests the Resource Request Analysis be presented and posted with the midterm/strategic plan to create a firmer message. All requests would get discussed through identified plans. We would get started earlier on the review – immediately following February 15.
  - Lisa found it challenging that the committee only saw increases and not the big picture. She thought it would have been helpful to see the entire budget request by area, versus just those FOAPAL lines that had an increase. This came up in a review of an item that was just a correction in an account code – where another FOAPAL was being reduced. In this instance, the committee only saw the increase request and not the decreased request. Matt missed having the binders as a resource to view budget areas and



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compare actuals to expenses.

- Corey mentioned the new budget software is a learning curve and difficult for some faculty. To keep familiarity with software he recommends training every fall and providing a handbook.
- Bonus points were discussed and the use of the word “innovation” and how we define it. The committee mentioned a broader definition, such as new initiatives/new strategy. The committee also agreed that there needed to be an explanation provided if a committee member wants to assign bonus points.
- Currently, we have an area for compliance or legally required items and those requests are not subject to the rubric. This year, there were several items that were safety related. Does the definition of compliance/legally required need to be expanded to include safety?
- We need to be clear on what information preparers need to include in their requests.

## **8. Future Agenda Items -**

- 9. Meeting Recap for Report-Out** – Lisa will present the recommended budget on Tuesday 5/10 to College Council. The budgeting software issues may not be addressed until summer. Lisa will publish recommended budget on the planning site like in the past and she will send an email to requestors.

## **10. Future Meeting Dates**

## **11. Adjournment**

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler