



# Minutes

**Committee Name:** Budget Development Committee

**Date:** September 5, 2018

**Time:** 2:30 – 4:00PM

**Location:** EW207

**Present:** Stephanie Brantley, Lisa Couch, Matt Crow, Debbie Gregory, Matt Jones, Corey Marvin, Kristie Nichols (via telephone), Heather Ostash, Frank Timpone

**Absent:** Student Representative

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes and Action Items**

The April 30 minutes will be presented at the next meeting for review/approval.

4. **Student Centered Funding Formula**

Lisa reviewed the PowerPoint presentation that outlined the Student Centered Funding Formula. There was discussion about the importance of the college focusing our efforts on ways we can increase these different measures. One example was the approval of the IGETC Certificate and Cal State Certificate so that we could capture both a certificate and a transfer (or just a certificate if the student does not transfer). There was also discussion about the changes to the application process (CC Apply) that would allow the college to automatically award degrees rather than requiring students to apply for their degrees. Although BC has already moved forward with this, they have done so with a BC supported IT employee. Heather indicated that, with the implementation of Navigate, we expect to be able to more easily identify those students who could be receiving certificates/degrees. There was also discussion about the supplemental allocation being specific to recipients, rather than applicants. There was speculation that this could be a way to incentivize and put pressure on colleges to encourage students to apply for and accept financial aid. A question was raised about the increased FTES funding for dual enrollment and inmate education and whether these individuals are then excluded from the supplemental and success allocations.

**ACTION:** Lisa will research whether those students who have FTES that receive higher funding are excluded from the supplemental and success allocations.

5. **2018-19 Tentative to Adopted Variance**

Lisa reviewed the variance of the 2018-19 tentative and 2018-19 adopted budget. We saw an increase in our allocation of \$529,655 due to updated FTES figures/growth in



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2017-18. We also saw increases in our expenses due to a variety of items including employee benefit changes and a shift from instructional equipment funding (due to a lower budget than anticipated). Overall, our expense budget increased by \$146,655 – leaving us balanced on \$1,346,467 of the reserve (compared to \$1,743,674 at the tentative budget). Lisa shared that there will be other items that will impact our expense budget that is not included in the adopted budget (CSEA agreement).

Corey mentioned that the Board of Trustees had several concerns during the tentative budget presentation because all three colleges presented budgets that were balanced on the reserve. Lisa mentioned that we are prepared to address this and that, for the adopted budget, all three colleges are still balanced on their reserves.

## 6. 2019-20 Budget Rallying Cry

President Board's cabinet has met throughout the summer to develop a strategy for bringing the college off the reserve. Through those discussions, there are 3 areas termed "Budget Development Rallying Cry". These are 1) Recruitment; 2) Retention, persistence, completion; and 3) Hire, nurture, mentor employees. These were shared by President Board at the fall faculty flex activity. We will be defining these more in the next few weeks and will be communicating what this means for budget requests and the budget development committee.

Several topics were raised as possibilities for addressing the deficit including reminding individuals that we are "status quo" for the foreseeable future with the exception of increasing programs that result in a greater revenue stream or golden handshakes.

## 7. 2019-20 Budget Request Online Form (demo)

Lisa demonstrated the new budget request process that is now part of the annual planning process. There were some aspects that did not appear to be working and Lisa will follow up. There were also several recommendations given for improvement and for gathering feedback. We may want to consider providing additional clarification on the account codes since they are often abbreviated.

**ACTION:** Lisa will request that Sylvia add a question to the survey related to using the budget request form and providing feedback.

**ACTION:** Lisa will ask Sylvia to add the previous year budget and actual totals to the form.

**ACTION:** Lisa will ask Sylvia to exclude the budget worksheets for unit plans from section / division plans.



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## 8. Review of Action Items

- a. Lisa will research whether those students who have FTES that receive higher funding are excluded from the supplemental and success allocations.
- b. Lisa will request that Sylvia add a question to the survey related to using the budget request form and providing feedback.
- c. Lisa will ask Sylvia to add the previous year budget and actual totals to the form.
- d. Lisa will ask Sylvia to exclude the budget worksheets for unit plans from section / division plans.

## 9. Future Agenda Items

Strategic Planning Survey Results - Corey

## 10. Future Meeting Dates

October 11, 2018 at 9:00AM  
November 8, 2018 at 9:00AM  
December 5, 2018 at 2:30PM  
February 14, 2019 at 9:00AM  
March 6, 2019 at 2:30PM  
March 14, 2019 at 9:00AM  
March 28, 2019 at 9:00AM  
April 3, 2019 at 2:30PM  
April 11, 2019 at 9:00AM  
April 18, 2019 at 9:00AM  
April 25, 2019 at 9:00AM

Also – unit and section plans will be presented in late October / early November at College Council / Faculty Chair meetings.

## 11. Adjournment

Meeting Chair: Lisa Couch  
Recorder: Crystal Leffler