



# Minutes

**Committee Name:** Budget Development Committee

**Date:** October 11, 2018

**Time:** 9:00 – 11:00AM

**Location:** EW207

**Present:** Lisa Couch, Debbie Gregory, Frank Timpone, Kristie Nichols, Corey Marvin, Matt Crow, Susanna Ramirez, Matt Jones, Crystal Leffler

**Absent:** Heather Ostash, Stephanie Brantley

**Committee Charge:** To recommend, through a transparent, collegial, and inclusive process, a tentative budget to College Council that addresses the college mission and supports the educational master plan, institutional priorities as expressed in strategic goals, and integrated annual plans.

## 1. Call to Order

## 2. Approval of Agenda

Approved.

## 3. Approval of Minutes and Action Items

Minutes approved from 4/30/18 and 9/5/18 with no changes.

- a. *Lisa will research whether those students who have FTES that receive higher funding are excluded from the supplemental and success allocations.* Lisa shared the response she received from the Chancellors office via email on 9/10/18.
- b. *Lisa will request that Sylvia add a question to the survey related to using the budget request form and providing feedback.* Completed.
- c. *Lisa will ask Sylvia to add the previous year budget and actual totals to the form.* Additional programming is required for Sylvia to complete. We will look at for next planning cycle.
- d. *Lisa will ask Sylvia to exclude the budget worksheets for unit plans from section / division plans.* Sylvia has made this adjustment.
- e. *4/30/18 pending action - Lisa will update Resource Request to filter duplicate requests.* See #7.

## 4. 2019-20 Budget Process – Increasing Communication

The committee discussed ideas on how to improve communications with individuals throughout the budgeting process. The committee agreed that posting documents on the Planning Website where individuals could review what was supported at the division/section level and the recommended tentative budget would improve our communications. Matt Crow mentioned an agreed upon reporting method, as in a joint



# Minutes

statement that could be shared with all committees would assist with sharing consistent information. The committee agreed to work on a meeting recap at the end of each meeting for brief reporting purposes.

*Action: Lisa will post budget documents on the Planning website for individuals to review.*

## 5. Spring 2018 Planning Survey Results

The committee discussed the results of the Spring 2018 Planning Survey in detail. After reviewing the results of the survey, the committee agreed we might need to rephrase some of the questions. There was discussion on adjunct faculty and to what level they are involved in the planning and budgeting process. The committee thought it would be helpful to know the breakdown, by employee class that were surveyed.

*Action: Lisa will work with Ryan to break out by employee class that were surveyed.*

## 6. College Response to Funding Formula

There are different areas related to success measures that need to be addressed. Lisa suggested we recommend that the Institutional Effectiveness Committee explore options to find ways to maximize the Student Centered Funding Formula. The committee agreed with the recommendation.

*Action: Lisa will recommend that IEC explore options for maximizing SCFF.*

## 7. Accreditation Visit

The committee discussed the need identified by the visiting team to develop a process on how we prioritize the Budget Requests and Resource Requests. Throughout the planning and budgeting process conversations take place with Deans, Directors, VPs, and Faculty Chairs on the needs of their programs and departments. This includes staffing and special funding, which is all taken into consideration when developing the budget. Previously the committee asked individuals preparing budget requests to use a priority numbering system to rate their requests. The numbering system did not provide enough information, so the Rubric was created, and its terms have been incorporated into the budget worksheet. There was discussion that the Rubric is not point based. It was agreed that the Budget Committee will use the Rubric as a guide when determining budgeting information especially in areas where more information is required. All individuals preparing budgets should be informed the Rubric will be used as a base for making budget determinations.

Lisa suggested we have the Institutional Effectiveness Committee review the RRA to identify a process for prioritization. The prioritization review would be done by the individual preparing the RRA review. This could also help in identifying duplicate requests



# Minutes

that may be in a Unit Plan and in the RRA. There was also discussion on reviewing enrollment numbers against budget requests this year.

*Action: Lisa will have Ryan provide enrollment numbers prior to our meetings next year.*  
*Action: Lisa will recommend IEC develop a process for prioritizing the Resource Requests Analysis.*

## Meeting Recap

- 19/20 budget requests - we will be increasing communications by posting budget requests on planning website at different stages – with the requests supported at the section/division plan level and recommended for the tentative budget.
- We will be looking at planning survey from spring 2018 and evaluating whether those were the correct questions.
- We will refer college responses to funding formula success measures to the Institutional Effectiveness Committee along with the process for prioritization of the Resource Request Analysis.
- We will be evaluating budget requests using the Rubric and data.

## 8. Review of Action Items

- a) Lisa will post budget documents on the Planning website for individuals to review.*
- b) Lisa will work with Ryan to break out by employee class that were surveyed*
- c) Lisa will recommend that IEC explore options for maximizing SCFF.*
- d) Lisa will have Ryan provide enrollment numbers prior to our meetings next year.*
- e) Lisa will recommend IEC develop a process for prioritizing the Resource Requests Analysis.*

## 9. Future Agenda Items

Strategic Planning Survey Results - Corey

## 10. Future Meeting Dates

~~November 8, 2018 at 9:00AM~~ – Cancelled, Lisa at conference. November 15<sup>th</sup> Corey at CCLC. We will look at calendars.

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



# Minutes

## 11. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler