



Minutes

Committee Name: Budget Development Committee

Date: December 5, 2018

Time: 2:30 – 4:00 PM

Location: MB 318

Present: Lisa Couch, Matt Crow, Debbie Gregory, Frank Timpone, Stephanie Brantley, Matt Jones, Crystal Leffler

Absent: Corey Marvin, Heather Ostash, Susanna Ramirez, Kristi Nichols

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**

Agenda approved.

3. **Approval of Minutes and Action Items**

Review of action items. Minutes approved from 10/11/2018.

a. Lisa will post budget documents on the Planning website for individuals to review.

Lisa will post in the spring after input from section and division plans.

b. Lisa will work with Ryan to break out by employee class that were surveyed. Lisa provided results of the Spring 2018 Planning survey by employee class. The survey has been posted to the group. The committee will discuss results at our February meeting.

c. Lisa will recommend that IEC explore options for maximizing SCFF. IEC met in October and a variety of groups will be looking at options not just IEC.

d. Lisa will have Ryan provide enrollment numbers prior to our meetings next year. Lisa reported this is a Spring action item before we begin the budget request review.

e. Lisa will recommend IEC develop a process for prioritizing the Resource Requests Analysis. Corey and Lisa will be working with individuals that prepare the Resource Requests Analysis on a template to form a process for prioritization.

4. **Informational Items - No report**



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5. Discussion Items

5.1 District-Wide Budget Committee – Planning Dates

Lisa shared the Budget Development Process timeline based on discussions by the DWBC. The district office prepares DAURs, District Annual Unit Reviews by area. The DWBC Sub-committee recommended that the colleges have input into the district's budget and planning since there may be requests from the colleges that require district support. There is conversation that this may influence our planning cycle. Lisa noted if dates were to change that data and information would need to be provided well in advance. The timeline to present to College Council may also need adjustment.

Action: Lisa will request program data and information be provided well in advance if planning dates are moved. Time to present to College Council may need adjusting.

5.2 District-Wide Budget Committee – Internal Allocation

The DWBC discussed our Internal Budget Allocation and are considering whether to use the same elements as the allocation for our internal process. Lisa provided the Student Centered Funding Formula funding elements for the committee to brainstorm potential problems. The main potential problem that was identified was the distribution of the supplemental allocation and success allocation proportionally based on where classes are being taken as opposed to other identifying factors (such as home college, college awarding financial aid, or college awarding degree). We do not have access to the measurement of several factors. AB540 are undocumented students. Ryan and the district are pulling these numbers. We are waiting on the Chancellor's office to provide where to locate some data. There has been discussion on hiring a consultant to make some recommendations for our internal funding allocation, including distribution of district-wide costs.

Action: Lisa will take the possible concern identified by the committee to the next DWBC meeting.

6. Review of Action Items

1. Lisa will request program data and information be provided well in advance if planning dates are moved. Time to present to College Council may need adjusting.

2. Lisa will take the possible concern identified by the committee to the next DWBC meeting.



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7. Future Agenda Items

Planning survey.

8. Meeting Recap for Report-Out

The committee discussed planning dates for DWBC review of the District Office budget. We identified a potential problem to take forward regarding SCFF.

9. Future Meeting Dates

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

10. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler