



Minutes

Committee Name: Budget Development Committee

Date: February 21, 2019

Time: 9:00am – 11:00am

Location: Admin Conference Room – 318

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

Absent: Corey Marvin, Heather Ostash, Subber Dhillon, Kristie 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

9:05am called to order.

2. Approval of Agenda

Lisa added – Review of scheduled meeting dates and times.

3. Approval of Minutes and Action Items

Minutes approved from 12/5/18 with no changes. Review of action items.

3.1 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. Lisa reported there is still conversation going on regarding planning dates and if they will be moved.

3.2 Lisa will take the possible concern identified by the committee to the next DWBC meeting. The concerns identified have been brought forward to the committee. An outside consultant is working on our internal funding model. The consultant has also been involved with budget simulations at the state Chancellor's Office.

4. Informational Items

4.1 2019-20 Budget Development Calendar – Lisa provided the Budget Development Calendar for the committee to review. She wanted the committee to beware of the April 25th College Council meeting set for the Budget Presentation. An additional date has been added in case we are not ready. Our District allocation should be released by the week of February 25. The consultant's recommendation for 19/20 is to use our 18/19 internal allocation model which is based on FTES.



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5. Discussion Items

5.1 Budget Request Review Process – electronically? Lisa provided samples of the worksheets after adding two additional elements to link the Rubric. The worksheets have become quite a bit larger and Lisa asked the committee how they preferred to view the data. Instead of flipping back and forth through the worksheet the committee agreed sample A1 provides the data and everything else could be viewed electronically. Lisa asked which members needed laptops for our review process. Matt Jones, Debbie Gregory and Matt Crow have requested laptops.

Action: Lisa will request laptops for Debbie, Matt Crow and Matt Jones.

5.2 Available Data – Lisa asked the committee if there was any additional information that would be helpful in making our budget decisions. The committee would like to see section counts and enrollment by sections and FTES, by individual disciplines. We would need some clarification when data comes out such as caps on enrollment or if needed for degree completion.

Action: Lisa will request section counts, number of students per section and FTES, broken out by individual disciplines.

5.3 Accreditation Recommendation – Lisa reviewed pages 9, 23, 47 & 48 from the External Evaluation Report with the committee. The complete document is located in SharePoint. There was one recommendation: In order to improve institutional effectiveness, the college should develop evaluation criteria for resource allocation decisions. We will be working on the recommendation over the next several years. The rubric is one piece we will roll out next year. We are also developing and working on a consistent format for submitting the Resource Request Analysis. Matt mentioned the rubric may need to be revised to incorporate the new funding formula based on student success and completion.

6. Review of Action Items

6.1 Lisa will request laptops for Debbie, and Matt Crow and Matt Jones.

6.2 Lisa will request section counts, number of students per section and FTES, broken out by individual disciplines.

7. Future Agenda Items

7.1 Resource Request Analysis Presentations – March 6 – The committee would like to invite individuals presenting the RRA to our March 6th meeting.



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8. Meeting Recap for Report-Out

Discussed Budget Timeline to College Council April 25.

We will be reviewing requests electronically and pulling data to apply to the rubric.

We will be working on the Accreditation recommendation over the next couple of years.

9. Future Meeting Dates

Lisa would like the committee to review scheduled dates and times. Matt C. mentioned the faculty Outlook calendars should be updated to reflect availability. Matt Jones teaches at 2:00pm on Wednesdays. We will look to see if we can reschedule the afternoon meetings. Stephanie reported Corey and Heather have travel the week of April 11.

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