



Minutes

Committee Name: Budget Development Committee

Date: March 14, 2019

Time: 9:00 – 11:00AM

Location: Admin Conference Room - 318

Present: Lisa Couch, Debbie Gregory, Crystal Leffler, Corey Marvin, Heather Ostash, Kristie Nichols, Matt Crow, Matt Jones, Frank Timpone, Stephanie Brantley, Subber Dhillon

Absent:

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**

Called to order 9:06am

2. **Approval of Agenda**

Agenda approved with no changes.

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

Minutes approved from 2/21/19 with no changes.

3.1 Lisa will request laptops for Debbie, and Matt Crow and Matt Jones. Laptops were provided, need additional laptop for Subber.

Action: Lisa will request one more laptop for Subber.

3.2 Lisa will request section counts, number of students per section and FTES, broken out by individual disciplines. Lisa provided the link to the KCCCD Program Review Website where the information can be obtained. The link is also available in Sharepoint.

4. **Informational Items**

4.1 Review Budget Binder and Sharepoint - Lisa reviewed the information provided in the budget binders. All additional information is available in Sharepoint.

4.2 2019-20 Revenue and Expense Update – Lisa reviewed the Revenue and Expense update as of 3/14/19. We are unclear on our allocation for this year making it difficult to project. There is a lot of uncertainty on revenue that may not be resolved until May. The total revenue is based on a hold harmless for this year and COLA for 19-20. District Office charge backs may change depending on the direction the district chooses based on



Minutes

what we learn about revenue. This current estimate is based on a percentage assuming FTES stays where we are now. New Board Policy changes would require the college to retain 5% reserve which we would be under. Lisa received memo indicating we should be anticipating 17/18 revenue plus COLA.

5. Discussion Items

5.1 Resource Request Analysis Presentation – Marketing (9:20AM) – Natalie Dorrell joined the committee to discuss the Marketing RRA. Natalie also provided details on items requested in the PIO budget worksheet.

5.2 Resource Request Analysis Presentation – Facilities (9:40AM) - John Daly joined the committee to discuss the Facilities RRA.

5.3 Resource Request Analysis Presentation – IT (10:00AM) – Mike Campbell joined the committee to discuss the IT RRA. Replacement plans and smart panels, \$25,000 match included in VP Finance & Administrative Services budget.

5.4 Resource Request Analysis Presentation – Professional Development (10:20AM) – Corey discussed the Professional Development RRA with the committee.

5.5 2018-19 Allocation Update – Lisa provided the email and worksheet that Debbie Martin sent out on P1 Apportionment to clarify the information. There are two pieces of revenue that are impacting our planning for next year. We don't know where we will land with so much uncertainty. Lisa asked the committee to consider a different approach for reviewing the budget requests for this year. The committee agreed to start with 18-19 Budget plus mandatory costs that have to be paid and work toward funding other requests. Anyone asking for an increase would be invited in for discussion. We will identify items to be funded if additional funding becomes available. Lisa will bring information that breaks down mandatory and ongoing costs for our next meeting.

6. Review of Action Items

Action: Lisa will request one more laptop for Subber.

Action: Lisa will provide a breakdown of mandatory and ongoing costs.

7. Future Agenda Items

8. Meeting Recap for Report-Out

The RRA were presented for Facilities, IT, Public Relations and Professional Development.

The committee talked thru 18/19 allocation and the approach we are going to take looking at 18-19 Budget plus mandatory, ongoing costs, and considering increases separately.



Minutes

9. Future Meeting Dates

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