



# Minutes

**Committee Name:** Budget Development Committee

**Date:** March 28, 2019

**Time:** 9:00 – 11:00AM

**Location:** Admin Conference Room - 318

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

**Absent:** Matt Jones, Subber Dhillon

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

Minutes approved from 3/14/19.

*3.1 Lisa will request one more laptop for Subber.* Action completed.

*3.2 Lisa will provide a breakdown of mandatory and ongoing costs.* See item #5

4. **Informational Items** – No report.
5. **Discussion Items**

**5.1 2019-20 Request Review – Scenarios** – Lisa reviewed the descriptions of the budget scenarios she provided along with the worksheet outlining the budget impact of each scenario. The state has not provided us with any further information which limits the work of the committee. The committee discussed separating out mandatory one time and mandatory on going costs. Heather would like to review year to date spending in her areas. Corey, Heather and Lisa will review all budget requests by area for mission critical and mandatory costs. Lisa will provide Corey and Heather with the mandatory costs she has included in the worksheet. Items under “Other Considerations” will also be discussed by Corey, Heather, and Lisa during their review. The committee agreed to ask the RRA presenters to review requests for mission critical, mandatory work stoppage vs one time nice to have. Lisa will bring the information to our next meeting and ask those individuals to be available for questions if needed. To communicate the state of the budget the committee agreed to ask President Board to work with Ben Beshwate to send out a message regarding our allocation.



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*Action: Lisa will provide year to date budget data for Heather.*

*Action: Lisa will send Corey and Heather the mandatory costs she has included in the worksheet.*

*Action: Corey, Heather, and Lisa will review their areas budget requests for mission critical requests prior to the next budget committee meeting.*

*Action: Lisa will ask RRA individuals to review requests for mission critical, mandatory items prior to the next budget committee meeting.*

*Action: Lisa will ask President Board to work with Ben Beshwate on sending a message out regarding our allocation.*

## 6. Review of Action Items

*6.1 Lisa will provide year to date budget data for Heather.*

*6.2 Lisa will send Corey and Heather the mandatory costs she has included in the worksheet.*

*6.3 Corey, Heather, and Lisa will review their areas budget requests for mission critical requests prior to the next budget committee meeting.*

*6.4 Lisa will ask RRA individuals to review requests for mission critical, mandatory items prior to the next budget committee meeting.*

*6.5 Lisa will ask President Board to work with Ben Beshwate on sending a message out regarding our allocation.*

## 7. Future Agenda Items

## 8. Meeting Recap for Report-Out

8.1 We will reach out to Resource Request Analysis areas to identify mission critical vs nice to have. Corey, Heather and Lisa will review their areas requests to identify mandatory costs. We will work with Jill to send out a message on the budget situation.

## 9. Future Meeting Dates

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