



Minutes

Committee Name: Budget Development Committee

Date: September 8, 2021

Time: 2:00PM

Location: Admin Conf Room AND Zoom

Present: Lisa Couch, Matt Crow, Heather Ostash, Debbie Gregory, Kelly Potten, Matt Jones, Corey Marvin

Absent: Kristie Nichols

1. **Call to Order** – 2:02PM
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items** – Correct Matt’s name in the 5th paragraph of item #7 to read “Matt Crow”.

A question was asked about how we would be handling COVID funding requests now that the semester had started. The committee agreed to continue to review COVID funding requests via email during the fall semester since the committee is meeting monthly.

4. **District Wide Budget Committee** – The DWBC met on Friday, September 3, 2021. There was a review of the 2021-22 district office budget, which includes \$6.7M for COP contributions and \$5.5M for the OPEB obligation. The 2021-22 internal budget allocation was reviewed. The tentative timeline for the DAUR was reviewed. The committee reviewed the goals for the 2021-22 which includes the new internal allocation model.
5. **Budget Request Process / Rubric** – The committee reviewed the updated rubric. The discussion included:
 - Adding a second example in “Planning” that doesn’t include a new initiative, but how it enhances a program or addresses a gap.
 - Needing to decide the level of authority that the rubric has. The committee agreed with “predominately guides” or “heavily influences”. Part of this discussion was related to the situation where a lower item may be funded due to available funds. The committee discussed providing an explanation to College Council if the recommendation is not solely based on the priority established through the rubric.



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- There was discussion that, just because there are funds available, the committee may not fund all requests. There may be reasons why we are choosing to build the college reserve versus funding requests.
- There will be additional information added to the rubric to clarify that this is a response to the recommendation from the 2018 accreditation report.
- There was discussion about the level of feedback to the requestors related to our ratings. This feedback increases transparency of the process, but also invites appeals. The committee will address this in a future meeting.
- Additional comments need to be added to each example to provide an explanation of why it was a high or low rating.

These changes will be made to the rubric and shared with the committee by the end of the week. Committee members will review and provide feedback by the end of the following week, September 17. The rubric will then be available to be included in the planning process early the week of September 20.

Action: Lisa will revise the rubric and send to the committee by the end of the week.

6. **Budget Calendar** – Deferred to next meeting
7. **Future Agenda Items**
 - a. Feedback to requestors on ratings
8. **Meeting Recap for Report-Out** – The committee reviewed the topics discussed at the September 3 DWBC meeting including the changes to the 2021-22 District Office budget, the 2021 adopted budget allocation, and 2022-23 DAUR timelines, and goals for 2021-22. The committee reviewed the revised rubric and will be finalizing changes for distribution beginning the week of September 20.
9. **Review of Action Items:**
 - a. **Lisa will revise the rubric and send to the committee by the end of the week.**



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10. Future Meeting Dates - TBD

11. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler (absent)



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Committee Name: Budget Development Committee

Date: November 18, 2021

Time: 10:00AM

Location: Zoom

Present: Lisa Couch, Kelly Potten, Debbie Gregory, Matt Jones, Heather Ostash, Corey Marvin

Absent: Matt Crow, Alex Gilewski, Kristie Nichols

1. **Call to Order** – 10:07am
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 10/13/21 with no changes.
4. **District Wide Budget Committee**

4.1 Internal Allocation Model Narrative – Lisa shared the new narrative on the proposed Internal Allocation Model. She would like members to take some time to read the narrative and bring any concerns forward. The three DWBC Sub-Committees meet tomorrow to review their sections of the narrative.

In summary, Lisa shared that we currently have 3 budget centers with one for each college and then have charges backs for the District Office. The new proposal includes 4 budget centers with the district office being the 4th center for operational expenses. The charge back element is still in place for required purchases such as insurance. Each budget center will be charged a portion of the chargebacks.

One of the sub-committees is working on separating out those requirement expenses vs district office operational expenses. A percentage of the SCFF funding would be allocated to the district office budget center based on the outcome of that sub-committee. The majority of the district funding comes from the SCFF and there is agreement to distribute those funds based on counts of individuals for each element in the SCFF. The amount that we receive for each element changes with the state budget each year. There was discussion about the allocation of growth funds and that those would be allocated at the



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true-up (which occurs after the close of the fiscal year). Although it is a true-up for the year, it occurs so late (February) that the distribution of those funds comes in the next year. There is no allocation for advanced growth projections.

One sub-committee is working on different ways to allocate unrestricted revenue. Some of that revenue will be distributed based on the method that it is received (such as mandated costs and lottery revenue). Other revenue will be distributed based on prior year FTES since we do not receive that revenue based on a specific method (such as interest income and miscellaneous revenue).

Another sub-committee is developing the proposals related to stabilization and growth.

There is also some language in the narrative about district reserves, distributions and an annual evaluation of that process.

Lisa stated that the narrative related to stabilization funding based on SCFF elements would require some additional conversation. In response to how counts of individuals are distributed among the colleges in the SCFF, Heather stated students have a home college in the system that can be changed and it is typically associated with Financial Aid.

5. **HEERF/COVID Requests** – Lisa reviewed 5 requests for COVID funding with the committee.
 - a. **\$3,000 Mailing materials for IE – initial authorized but need additional funds.** The committee supports request.
 - b. **\$3,500 for Furniture and storage for athletic training testing – space is limited and being used for testing.** Lo needs space to treat athletes and maximize space. The committee supports this request.
 - c. **\$7500 for Ocelot text communication – Adds additional layer that allows conversations to go to text and is the only two-way texting we have. Allow conversations and can convert to appointment if needed.** Heather stated this is an enhancement to an existing communication. The committee approved request.
 - d. **\$6500 for Dynamic Forms, remote – transactional forms, students do not need any tools.** The committee approved request.



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- e. **\$25,000 for COVID coordination – spring semester hire increase hours to 40 hours per week.** The committee approved request.
6. **Budget Augmentations** – Lisa shared the list of budget augmentations through October. There was an augmentation to add air quality sensors to the buildings to adjust the outside air intake related to all the smoke. There are a few more augmentations pending approval.
7. **Requests Supported on Other Funds** – Lisa asked members for input on how we track requests supported by other funding in the new budget software. Lisa stated when planning documents are reviewed by deans and departments and requests can be supported by other funding there is usually no rounding back to the budget committee. Lisa suggested having a conversation or meeting with Grant managers before we review budget requests and again toward the end to determine which of these requests can be funded on non-GU001 funds. We can compile a list and work with Grant managers to confirm funding. The committee agreed to test process to see if that helps with tracking requests that are supported by other funding.
8. **Future Agenda Items** – Section Plans Presentations at College Council. Lisa will share information via email message.
9. **Meeting Recap for Report-Out** – We discussed the Internal Allocation Model Narrative that the DWBC Sub-Committees are reviewing for feedback before finalization. The committee reviewed COVID funding requests and recent budget augmentations. They discussed adding a process for tracking requests supported by other funding sources.
10. **Future Meeting Dates** – TBD. Possible December meeting if we get an updated Internal Allocation Model Narrative.
11. **Adjournment**

Meeting Chair: Lisa Couch
Recorder: Crystal Leffler