



Budget Development Committee Meeting Minutes

November 6, 2017

EW 207

1:30 p.m. – 2:30 p.m.

Present: Lisa Couch, Heather Ostash, Katie Coffman, Frank Timpone, Debbie Gregory, Matt Crow, Matt Jones, Kristie Nichols, Crystal Leffler

Absent: Corey Marvin, Susanna Ramirez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	1:30p.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Action Items and Meeting Minutes from 9/21/17	Lisa Couch	Minutes approved with no changes. Review of Action Items. <ul style="list-style-type: none"> • Lisa will discuss and review the flow chart with the committee at the next meeting. <p><i>Action pending 11/29/16: Lisa will talk with others regarding the “self-evaluation” of this committee.</i></p> <ul style="list-style-type: none"> • Follow-up to be completed after 17/18 budget development. <p><i>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i></p> <ul style="list-style-type: none"> • There will be a group discussion in the future regarding costs related to prison instruction.
4. Updates: a. Instructional Equipment Funding - Reduction	Lisa Couch	Instructional Equipment Funds a. We received the adopted budget allocation from the state however; in September, the governor revised the budget to include an additional 7 million in financial aid funding. This reduced our Instructional Equipment funds by approximately \$16,000. The reduction was discussed by our administration and they agreed to fund what was previous identified with the general fund.
5. Accreditation	Lisa Couch/Committee	Lisa provided the committee with a copy of the Guide to Evaluation and Accreditation draft Standard D. She asked the committee to review the documents and provide feedback. <i>Action: Committee to provide feedback to Lisa due by Wednesday, November 15th.</i>
6. District-Wide Budget Committee	Lisa Couch	A District-Wide Budget Committee was formed to address the recommendation made from the BAM Committee. This committee met on 10/27 and identified subgroups. These meetings are schedule to take place through fall and spring. They still need a classified and student rep for this committee.
7. Future Agenda Items a. Updated/Automated Budget Request Process	Lisa Couch	Automated Budget Request a. Lisa is looking at the ability to have the budget request form available online for an automated Budget Request Process. Individuals would see the same historical data when preparing their request.
8. Future Meeting Dates	Committee	TBD
9. Adjourned		2:30 p.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler