



Budget Development Committee Meeting Minutes

February 28, 2018

EW 207

2:30 p.m. – 4:00 p.m.

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

Absent: Corey Marvin, Heather Ostash, Katie Bachman, Susanna Ramirez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	2:30p.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Action Items and Meeting Minutes from 11/6/17	Lisa Couch	Minutes approved with no changes. Review of Action Items. Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction. <ul style="list-style-type: none"> There will be a group discussion in the future regarding costs related to prison instruction.
4. Participatory Governance	Lisa Couch	The committee reviewed Appendix C from the Participatory Governance Model for the Budget Development Committee. The committee agreed to update the Composition to reflect the Chair title change, from Director of Administrative Services to VP of Finance & Administrative Services. The Strategic Plan Survey covers 5 areas in Evaluation and Assessments. The internal assessment has been an ongoing conversation. Lisa mentioned she would talk to Ryan Khamkongsay for possible ideas on how we assess the work of this committee and its effectiveness. The committee discussed having a meeting after we complete our committee work to debrief and talk about strengths and weaknesses. Action: Lisa will update the Chair title in the Participatory Governance Model handbook.
5. Updates a. Governor’s Budget b. KCCD Budget Development c. Cerro Coso Budget Development Calendar	Lisa Couch/Committee	<p>a) Lisa reviewed the January 10, 2018, Governor’s Budget Proposal with the committee. The proposal includes two significant changes: 1) New fully online community college targeting working Californians with no degree or credentials and 2) a new outcomes-focused funding formula. The new funding formula would begin July 1, 2018. There are a number of groups evaluating what this looks like including CEO and CBO groups. The new funding formula is how the colleges will receive money from the state. It does not change how KCCD internally allocates funds.</p> <p>Action: Lisa will keep the committee up to date on the Governor new budget proposal.</p> <p>b) Lisa reviewed the information in the KCCD Budget Development Calendar with the committee.</p> <p>c) Lisa reviewed the CC Budget Development Calendar with the committee. Lisa can prepare calendar early for planning purposes.</p>
6. District-Wide Budget Committee	Lisa Couch	Lisa discussed the work of one of the sub-groups that was formed by the District Wide Budget Development Committee. This subgroup focused on premise and fiscal health. Their recommendation: Cap district-wide reserves. Develop a process to bring reserve up if drops below minimum level and how to allocate funds if the reserve max is exceeded. Recommended a formal process for analyzing long-term

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<p>fiscal health of the district. And recommended forming the Budget Allocation Task Force after states new funding formula is in place.</p> <p><i>Action: Lisa will post information to group and documents used by subgroup.</i></p>
<p>7. Distribution of Binder & Review of Materials</p> <ul style="list-style-type: none"> • 2018-19 GU001 Revenue/Expense Estimate • 2018-19 Budget Requests (from Unit, Section, & Division Plans) • 2018-19 Resource Requests (from Resource Analysis) • 2017- Budget Status 	<p>Lisa Couch/ Committee</p>	<p>Lisa provided the committee with the 18/19 budget binders. The binders contain the budget request by organization and additional Resource Requests summary.</p> <p>Lisa reviewed the 2018-19 GU001 Estimates as of February 28th with the committee. Our expenses exceed our revenue by approximately 1.8 million.</p> <p><i>Action: Lisa will provide:</i></p> <ul style="list-style-type: none"> • <i>2017 – 2018 Ending budget information, including how much we were balanced on reserve.</i> • <i>2018 – 2019 Summary page of all budget requests by organization.</i> • <i>2017 – 2018 Current YTD budget status.</i>
<p>8. Use of Budget Rubric</p>	<p>Committee</p>	<p>The committee discussed the Rubric and our approach to applying it against budget requests. The committee agreed to apply the rubric as we review Unit Plans as we work thru the requests.</p> <p><i>Action: Lisa will print copies of the Rubric & plan to view Unit Plans w/projector.</i></p> <p><i>Action: Corey will confirm if Faculty Chairs and Deans have reviewed the Rubric.</i></p>
<p>9. Identify Additional Information Needs</p>	<p>Lisa Couch/Committee</p>	<p>The committee agreed to invite John Daly, Natalie Dorrell and Mike Campbell to join us individually during our March 14th to discuss the resource request analysis and their budgets.</p>
<p>10. Future Agenda Items a. Updated/Automated Budget Request Process</p>	<p>Lisa Couch</p>	
<p>11. Review of Action Items</p>	<p><i>Lisa Couch</i></p>	<ol style="list-style-type: none"> <i>1. Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i> <i>2. Action: Lisa will post information to group and documents used by subgroup.</i> <i>3. Action: Lisa will provide:</i> <ul style="list-style-type: none"> • <i>2017 – 2018 Ending budget information, including how much we were balanced on reserve.</i> • <i>2018 – 2019 Summary page of all budget requests by organization.</i> • <i>2017 – 2018 Current YTD budget status.</i> <i>4. Action: Lisa will print copies of the Rubric & plan to view Unit Plans w/projector.</i> <i>5. Action: Corey will confirm if Faculty Chairs and Deans have reviewed the Rubric.</i>
<p>12. Future Meeting Dates/Times March 7, 2018 2:00pm – 4:00pm March 14, 2018 2:30pm – 4:00pm March 21, 2018 2:00pm – 4:00pm April 4, 2018 2:30pm – 4:00pm</p>	<p>Lisa Couch</p>	
<p>13. Adjourned</p>		<p>4:00 p.m.</p>