

minutes

# Budget Committee

Friday, January 27, 2023

8:10-9:00 AM

**Present: Alexandra Beard, Nancy Dietrich, Gerard Haddad, Eva Menefee, Jean Ramirez, Kabeer Ahammad Sahib, Denise Warner**

## Agenda

1. Budget Committee meetings should be joined thru the Webex desktop app. Ensures meeting recordings are housed in Webex team space. Denise deleted calendar meeting invitation to prevent access through Outlook. Committee members should update their individual calendars in Outlook accordingly.
2. Jan. 13, 2023 meeting minutes were approved.
3. Innovation Awards Application: Quality Inspection Technician Certificate. Reviewed by Gerry, Kabeer and Eva. Program would support licensing to conduct inspections related to weights and measures in factories.
	1. Concerns:
		1. Student interest may be minimal due to low median wage of $36,000/year. Certificate would be more viable if it enhanced an already established career.
		2. Initial enrollment estimated at 24, growing quickly to 250. Proof of demand and potential for rapid growth not documented. Marketing strategy unclear.
		3. $97,000 request is high (1/5 of entire Innovation Award monies). Proposed budget primarily to train faculty; excludes student support and equipment needs, making faculty the greatest beneficiary. Benefits do not warrant cost. Partial support could come from department or PD monies.
		4. Question about innovativeness. Previously, LCC had quality inspection associate degree that was eliminated. Grant supports the development of a one- semester certificate program. Time to credential is the only innovation.
		5. Concern that one semester certificate is insufficient for employability. Financial aid and state resources may not cover a one-term program.
		6. ROI will be low initially and there is potential lack of income stream.
		7. DEIA category score of 0 is problematic.
	2. Conclusion: Rubric scores ranged from 26-30. Subcommittee will create a bullet point list of contingencies. Committee recommends grant be rejected unless contingencies are resolved. Denise will submit list to Sally, who will make the final determination.
4. Discussion of purpose of Innovation Award and Budget Committee role in review of applications.
	1. Budget Committee representative should speak with Sally to clarify intention of Innovation Award. Sally has final approval for grant proposals, our role is to recommend to Sally. Sally should discuss contingencies with grant applicants.
	2. Should ROI be reviewed as part of our assessment of Innovation Award applications? Funding doesn’t come from general fund. Marketing has been addressed minimally on grant applications. Marketing is needed to ensure projects are scalable and financially viable.
	3. Rubric may be insufficient, and a 4th rating category could be added: Rejected, unless X is done.
	4. A ceiling of $50,000 per project should be considered. With $50,000 ceiling, ten projects could be awarded.
5. Innovation Awards Application: Job Training Center ESOL Initiative. Reviewed by Denise, Alexandria and Jean. Program would develop ESOL courses in support of Business, IT and Manufacturing certificates/degrees.
	1. Concerns:
		1. Unclear how they’d develop collaboration with faculty in career areas. No indication that IT, Business and Manufacturing were consulted.
		2. Unclear if courses would be offered alongside existing non-credit ESOL multi-skills courses.
		3. Included general data related to number of non-native English speakers and employment rates but didn’t demonstrate connection between language skills and low-level of workforce participation.
		4. Stated initially 20 students would enroll, lacked demonstrable proof that this would be the case. Limited information on marketing and scaling.
		5. Noted that the program would promote diversity due to immigrant status of target population. No mention of equitable access to educational and occupational opportunities.
		6. Budget request was general, lacking specifics on how numbers were derived.
		7. Concern over sustainability of the program. Unsure of cost per course and how students will pay for classes.
		8. Supporting documentation was included but not referenced. Lacking information on demand and outcomes in similar programs.
		9. Question about innovativeness. Similar to other ESOL classes already provided.
6. Discussion of Innovation Award applications and related issues:
	1. Concern that applications have been rejected. Drone project was approved (25% approval rate). Applicants not meeting the criteria that proposals be curriculum based, innovative, sustainable and collaborative. Creating a new curriculum that’s sustainable for $50,000 is challenging.
	2. Students need to have D2L orientation and financial literacy classes. This may not be innovative but could increase student retention. For Innovation Awards, innovation is a key aspect emphasized by the provost, although increased enrollment is also a goal.
	3. Concern that Innovation Award monies will return to general fund if not allocated to grant applicants (similar to OER Award).
	4. Denise will add this point on a future agenda: help administration to understand the need for financial support of D2L orientation and financial literacy. Let Denise know of other similar ideas for future discussion.
	5. Proposal: Offer workshop on Innovation Award, showing rubric, explaining needed information, etc.
7. Denise will present the following Budget Committee actions to the Academic Senate on 1/27/23:
	1. Review Innovation Award applications. Encourage Senators to talk about Innovation Award with constituents.
	2. Monitor monthly Board of Trustees packet for financial information; attend and discuss Budget Launch presentations.
		1. Savings recommendations due Feb. 21 and reallocation, changes to labor budget and PD-type requests due on Feb. 28. Encourage Senators to urge constituents to get savings recommendations, reallocations, labor budget changes and PD-type requests into POPs and on the radar of chairs and deans.
		2. There will be a modest increase in tuition. Board approval by March 31 ($1-2 increase will be requested starting in fall 2023).
	3. Seek to help or advise on budget concerns or ideas. Encourage faulty to use POPs effectively to plan for their needs.
	4. Plan to have budget discussions with the full Academic Senate twice per year.
	5. Recruit for new members.
8. Discuss Budget Launch presentations at 2/10/23 meeting.

Meeting adjourned.

Respectfully submitted by Jean Ramirez.