



# Minutes

**Committee Name:** Budget Development Committee

**Date:** 3/28/25

**Time:** 10:00 am – 11:30am

**Location:** Zoom (<https://kccd-edu.zoom.us/j/82202788403>)

**Present:** Chad Houck, Heather Bopp, Kelly Potten, Alex Gilewski, Matt Crow, Heather Ostash, Matt Jones

**Absent:** Kristie Nichols, Corey Marvin

## 1. Call to Order

Chad called the meeting to order at 10:02

## 2. Since last meeting

2.1 Review Minutes from previous meeting – approved as written

2.2 Carryover Calculation- Chad presented the 2023-2024 final carryover calculation.

## 3. Board Finance and Audit Committee/DWBC

3.1 Meeting today after our meeting

3.1.1 Carryover

3.1.2 DO budget overview – Chad shared the budget that will be presented at today DWBC.

## 4. Budget Augmentations

4.1 No Augmentations

## 5. Budget Request Process

5.1 Start on Ratings for increased ongoing requests – Groups worked in assigned breakout rooms to rate requests.

## 6. Future Agenda Items

6.1 Finish assigned ratings to increased requests

6.2 Assigning ratings to resource/1-time requests

6.3 Assigning ratings to non-increases, and unspent items (if needed)

6.4 Reviewing our Budgeted Revenue and Expense document

## 7. Future Meeting Dates

7.1 April 11, 2025 – rating work

7.2 April 18, 2025 – ratings completed and review of low scoring items

7.3 April 25, 2025 – final tentative budget for College Council



7.4 May 2, 2025 (if needed)

## **8. Meeting Recap for Reporting out**

## **9. Adjournment**

Chad adjourned the meeting 10:57

Recorder: Denise Allen