



Budget Development Committee Meeting Minutes

February 25, 2014

MB 350A

9:00am – 12:30pm

Present: Gale Lebsock, Corey Marvin, Mary O’Neal, Matt Crow, Matt Jones, Kathy Salisbury, Tammy Kinnan, Sherri Windish, Cameron LaBrie, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	
Approval of Agenda	Gale Lebsock	No action taken.
1. Review of Action Items/Approval of Minutes from 11/19/2013	Gale Lebsock	<ul style="list-style-type: none"> ▪ <i>The review of the water usage by area is pending information from M&O.</i> ▪ Changes to the minutes include: Add to topic #4 summary of July – Sept. 2013 Budget to Actual the two expenses included in the 5890 account were the security monitoring system encumbrance and the water storage tank cleaning at Bishop. ▪ Last names of facilitators were added.
2. CC July – Dec. 31 Budget to Actual	Gale Lebsock	<p>The percentage of Budget to Actuals for July - December 2013 were reviewed.</p> <ul style="list-style-type: none"> ▪ Salary and benefit breakage has not been determined. ▪ Permanent labor is running about 50% with benefits tracking labor. ▪ Adjunct labor for AJ hours in December are paid in January. There were two late start academies one in late December and one in January. ▪ Student labor hours for December are paid in January. The balance includes \$10,000 for federal work study. ▪ Temp labor funds are transferred from the budgeted vacant positions to cover expense. ▪ Institutional Dues, ACCJC are paid lump sum at the beginning of the year. ▪ Water/Sanitation. Our account with Indian Wells Valley Water District is being reviewed due to a large increase in our bill. The City of Ridgecrest has a new sewer fee schedule that is based on water usage and will have an impact on our budget. The water company is working with us on water consumption and fees. ▪ KRV rent shortfall was covered in January. ▪ Buildings Construction is where we budget \$100,000 for internal scheduled maintenance projects every year. These funds are moved within the 437MOM budget based on the Facilities Committee recommendations for approved projects and priorities. The Facilities Committee presents the projects to College Council and for approval. ▪ Funds that are encumbered for the year include: contract security services, pest control, and water/sanitation, electricity (partial), natural gas/LPG (partial), disposal services, operating/lease contracts, KRV rent, other equip/maintenance agreements, and other maintenance contracts.

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		<ul style="list-style-type: none"> The reserve balance is approximately \$3.6 million pending the final final allocation for current year and final carryover for FY13. The amount should be in Banner and adjusted on the 3rd quarter report. The reserve balance includes carryover from last year plus budget allocation overage. The allocation in August 2013 was approximately \$170,000 – \$180,000 more than the tentative budget.
3. Review of Planning Survey/Evaluation of Budget Process and Accreditation Standard	Corey Marvin	<p>The process to evaluate the effectiveness of our budget development process is being imbedded in the planning process. The Institutional Effectiveness Committee (IEC) is providing a narrative descriptive summary of our planning process modeled on ACCJC guidelines. Three rubrics have been created one for planning, one for program review, and student learning outcomes. The second piece will be the planning survey that will integrate the planning process and budget. The purpose of the survey is to catch survey responses of what employees know or do not know about our planning and budgeting process and the extent of their satisfaction. The survey will go out to ccAll. The committee reviewed a draft copy of the survey that asks questions covering knowledge of the Mission and Strategic Goals, Planning, Budget and Resource Allocation. The committee suggested adding a place for comments, and duplicating questions 5, 6, 7, 8, and 12 under Planning, in the Budget and Resource Allocation section.</p>
4. Review of KCCD Budget Development Timeline	Gale Lebsock	<p>The committee reviewed the KCCD Budget Development Calendar and discussed the budget development timeline and College Council meeting dates. The committee agreed to an April 11th deadline for providing a balanced budget recommendation. The budget information will be sent forward for review by College Council on April 17th.</p>
5. Review of Budget Binder -Identify additional information needs -Chair visits?	Gale Lebsock	<p>The committee reviewed the information provided in the budget binders and identified areas in question.</p> <ul style="list-style-type: none"> Achieving the Dream has a separate budget. Gale clarified the note that was inserted in the ATD Budget Request under account 1419 Heather had a question about budgeting for substitutes. Heather has confirmed to leave the expenses as requested. The decrease in the IT budget was discussed. The committee questioned whether the RSS server has been purchased. These funds were approved in last year’s budget process. Action: Gale will verify with Mike Campbell. A discussion continued on the use of Smart Classrooms. The request for additional smart classrooms should come thru via unit plans. The Public Service budget has a large increase they are requesting a \$40,000 fire arm simulator, grant funding may be available. AJ academies and in-service are categorized differently and hard to predict if the instructor will be classified as an adjunct or professional expert. The Athletics budget request is up due to training equipment with no new sports being added. Print Shop has increased due to request for new color printer. Utility budget was reviewed. Water and sewer have increased \$80,000. City sewer connection fee related to water usage is no longer based on student head count. Fees will be phased in based on student and employee headcount. Annual water is approx. \$190- \$220,000. Gale has asked the facilities committee to revisit the VSP (variable speed pumps) and provide her with an update. Utilities are estimated but amounts can fluctuate based on outside temperatures. <p>Additional information is being requested from the following budget areas: IT, LAC, Library, Student Services, Art, Allied Health, Industrial Arts, Public Services, VP Student Services, Athletics, and M&O.</p>

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		<ul style="list-style-type: none"> ▪ Through the annual planning process positions were identified. The Staffing Resource Request Analysis for 2014- 2015 was submitted to College Council and shared with management. A copy of the staffing plan has been uploaded to the College Council group for review under 2-20-14 Meeting Materials. ▪ The preliminary estimate for permanent labor is just a starting point. The annual management labor review has not been completed. The estimate includes current salary with projected steps for next year and zero benefit rate changes. Action: Gale will provide the number of full time faculty, classified and management positions that are included. ▪ Funding levels from C6 and Create have not been determined. ▪ The Child Development Center subsidy started this year with a zero budget. Review of the budget expenses in December was around \$75,000. The budget is hard to determine until staffing is in place.
Future Meeting Dates		<p>March 6, 2014 2:00p.m. – 4:00p.m. March 11, 2014 9:00a.m. – 12:00p.m. March 18, 2014 1:00p.m. – 4:00p.m. April 1, 2014 9:00a.m. – 12:00p.m. (Please note this meeting will be held in MB 212) April 8, 2014 1:00p.m. – 4:00p.m. April 11, 2014 9:00a.m. – 12:00p.m.</p>
Adjourned		12:30pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler APPROVED 3/6/2014