



Budget Development Committee Meeting Minutes

March 18, 2014

MB 350A

1:00pm –4:00pm

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

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	1:00pm
Approval of Agenda	Gale Lebsock	No action taken.
1. Review of Action Items/Approval of minutes from 3/6/2014 and 3/11/14	Gale Lebsock	<p><i>Action item pending from 4/2/2013 – Gale will provide analysis of water usage by area.</i></p> <p><i>Action items from 3/6/2014 – Gale will verify with Mike and Valerie where results need to go for DOJ fingerprinting and which ones are the responsibilities of the institution. Gale will continue to work with human resources to see if fingerprinting can be done by HR saving the college the processing fee.</i></p> <p>Valerie confirmed C-6 can pay for fingerprinting, VTEA can pick up some professional development travel, and C6 will cover LVN site travel.</p> <p>Bonita has provided a revised worksheet.</p> <p>Changes to the minutes from 3-6-14 under topic #8 summary include the addition of: It was suggested that the Chancellor’s budget pay for this expense.</p> <p>Approved minutes from 3-6-14 and 3-11-14 have been posted.</p>
2. Update of estimates	Gale Lebsock	<p>Gale provided the Preliminary Estimate for GUOO1 as of 3/18/2014.</p> <ul style="list-style-type: none"> <li>▪ Permanent labor went up due to increase in EOPS program assistant director has to be funded by the general fund. The Ed Advisor at KRV increased due to overstating of grant funding, reduced from 50% to 25% on the grant 75% GUOO1.</li> <li>▪ We have been asked by the district to increase our scheduled maintenance fund to \$200,000 for FY 14/15 and \$300,000 for FY 15/16. President Board will discuss this further at the district level.</li> <li>▪ The annual management labor review has been completed.</li> </ul>
3. Review of staffing in permanent labor	Gale Lebsock	<p>Gale provided the Permanent Labor Budget Information showing a decrease in full-time faculty and an increase in classified and management positions. The full-time faculty was 57.6 this year one above our obligation. The 55.6 represent the separation of three faculty positions and the replacement of one. All positions listed have been included without regard to special funding sources. The question was asked that we look at what is proposed and where this puts us in regards to the 75/25 and 50% law as a college.</p> <p><i>Action: Gale will provide a rough estimate on the 50% law using the current budget and what is being proposed to get the percentage of net change.</i></p>

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		<p>The committee reviewed the new positions approved for hire that were identified in the annual unit plans. The Campus Manager for Contract and Community Education was discussed. The intent is that the position is self-supporting and may be moved under John Means in the future.</p> <p><b>Action: Gale will confirm with Jill how the funds are being monitored and if and when the position will be moved under John Means.</b></p> <p>The following positions were identified as new or increased positions funded by GU001:</p> <ul style="list-style-type: none"> <li>▪ New Admissions &amp; Records Tech FT</li> <li>▪ New Facilities &amp; Grounds Maintenance Supervisor FT</li> <li>▪ New Custodian 1 IWV PT</li> <li>▪ New Custodian 1 Bishop PT</li> <li>▪ New Executive Secretary FT</li> <li>▪ Increase KRV Education Advisor to 11 months, 75% GU001, 25% grant funded</li> <li>▪ Increase Learning Center Tech to 12 months</li> <li>▪ New Dean, Liberal Arts &amp; Science</li> </ul>
4. Review of area budget discussions summary worksheet and LAC revised worksheet		<p>The committee reviewed the budget discussion summary worksheet. Included in the worksheet is the follow up information provided by John Daly that was not included in the budget discussion on 3-11-14.</p> <p>The committee reviewed the revised worksheet provided by Bonita for the LAC. The new worksheet shows an increase in the adjunct budget at ESCC.</p> <p><b>Action: Confirm ESCC funding sources.</b></p> <p>From the budget requests Gale identified one-time expenditures that, if approved, could possibly be covered from reserves if we are not able to come within our current allocation. The committee discussed the list and how we go about prioritizing the requests. The use of the Instructional Equipment funds and what qualifies as an expense was also discussed. The committee agreed there should be some guiding principles on how we determine which items are priorities. By developing a rubric of criteria the committee will have a consistent mechanism for evaluating these requests.</p> <p><b>Action: Heather will provide a draft rubric at the next meeting.</b></p>
5. FTES Discussion		<p>The committee discussed the FTES shortfall from last year and the impact it may have going forward. The allocation model provides for stabilization following the year of decline. If the district does not follow the allocation model we may come in at less revenue for next year. The college is making changes that promote student success and accountability. With these changes we are seeing a decline in our FTES generation and further discussion is needed on how the decisions are being made that impact this shortfall.</p> <p>Last year we were able to balance the budget after close review of the adjunct and overload budget for summer. Gale is running a report to compare period to period between the two year budgets to see if there is left over funds available to help bring the budget into balance.</p>
Future Meeting Dates		<p>April 1, 2014 9:00a.m. – 12:00p.m. (Please note this meeting will be held in MB 212)</p> <p>April 8, 2014 1:00p.m. – 4:00p.m.</p> <p>April 11, 2014 9:00a.m. – 12:00p.m.</p>
Adjourned		4:00pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler approved 4/1/2014