



Budget Development Committee Meeting Minutes

April 1, 2014

MB 212

9:00am –12:00pm

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

Absent: Corey Marvin, Cameron LaBrie

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	9:00am
Approval of Agenda	Gale Lebsock	No action taken.
1. Review of Action Items/Approval of minutes from 3/18/2014	Gale Lebsock	<p>Minutes approved and posted with no changes.</p> <p><i>Action item pending from 4/2/2013 – Gale will provide analysis of water usage by area.</i></p> <ul style="list-style-type: none"> • <i>4/1/2014 – Gale reported M&O is having trouble getting the information due to a computer issue.</i> <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.</i></p> <ul style="list-style-type: none"> • <i>4/1/2014 – Gale reported the information was requested twice but not received.</i> <p><i>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><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. Action completed 4/1/2014.</i></p> <p><i>Action: Gale will confirm with Jill how the funds are being monitored and if and when the position will be moved under John Means. Action completed 4/1/2014. Gale confirmed with Jill Board the Contract and Community Ed Manager will monitor the budget and as long as there is funding from our operations it will not be handed over to John Means. If funds are exhausted the position will move under John Means and be supported by grant funding.</i></p> <p><i>Action: Confirm ESCC funding sources. Action completed 4/1/2014. Gale confirmed with Deanna Campbell that the grants were to supplement the GUOOI funded LAC hours – not supplant. ESCC should be funded 8 hours per at Bishop and 8 hours per week at Mammoth (\$7,680 each site).</i></p> <p><i>Action: Heather will provide a draft rubric at the next meeting. Action completed 4/1/2014.</i></p>

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2. 50% Law Review	Gale Lebsock	<p>The committee reviewed the rough estimate on the 50% law calculation comparing 2013/2014 tentative budget to the 2014/2015 – resource requests (as submitted). The information clearly shows a reduction on the instructional and an increase on the non-instructional moving us from above 50% to below 50%. Further conversation is needed to find the right balance between FTES generation, student success and productivity. Enrollment management is on the April agenda for faculty chairs to discuss targets. It was suggested a task force or group be formed to take up looking at these targets year to year so there are no blanket assumptions.</p>
3. First Draft-Resource Request Rubric	Heather Ostash	<p>The committee reviewed the draft Resource Request Rubric. The rubric will be part of the planning documents and used by this committee to guide our discussions when evaluating and prioritizing budget requests. The questions tie to Strategic Goals drilling one level down to provide even more details. A separate page to further define the questions will be provided with the rubric. Due to the limited timeframe the committee agreed to move forward on the budget discussion and schedule a meeting at a later date to discuss the rubric.</p> <p><i>Action: Heather will develop a separate sheet further defining the rubric questions.</i></p>
4. Budget request summary discussion		<p>The committee reviewed the summary worksheet of potential resource request adjustments. The committee recommends the AJ fire arms simulator be funded by VTEA or possibly a grant. The Allied Health budget request for dues and memberships will decrease by \$3,825 leaving \$350 in the budget. The revised LAC budget was compared to the original budget request showing a decrease in supplies of \$4,615 at CI and an increase in district travel to CK of \$50. The net change is a decrease of \$4,565. All other adjustments were confirmed as indicated on the worksheet.</p> <p>The committee reviewed the possible one-time expenditures that were identified. The kiln vents system and can lighting for the lecture center fall under maintenance and safety. The shared server upgrade request for the library was funded this year from the Instructional Equipment funds leaving a balance of approximately \$32,766. The committee prioritized the requests and recommends funding the library iPads \$2,500, IT Media Carts \$16,500 and the Athletics weight training equipment \$13,000 from the balance left in this year’s Instructional Equipment funds. The committee pre-identified the drawing desks, chairs and bead roller for Visual and Performing Arts, Athletic training equipment, and the training equipment for Baseball as one-time expenses that may be covered if there is additional Instructional Equipment money for next year. The committee recommends funding these requests with the possibility of backfill, as well as the remaining one-time expenditures that have been identified.</p> <p>It was suggested that Booster provide additional funding for the athletic equipment.</p> <p><i>Action: Heather will ask Booster for additional funds.</i></p> <p>The utility budget was reviewed and following the discussion the committee agreed to decrease the request to \$725,000.</p> <p>The review of the adjunct and overload budget for this year was under spent leaving money available to balance. The committee agreed to reduce the budget to what we think the actual is, balance the tentative budget and show the rest being added to the reserve. Approximately \$880,000 is being added to the current reserve balance. A portion of that money may be used to cover a portion of summer session and any additional expenses that come in</p>

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		<p>for the spring semester.</p> <p>The Child Development estimate for next year has not been completed. Gale and Heather will follow up with the department.</p> <p>The committee was asked to review the worksheet Gale provided of YTD actuals as of 3/30/14 for additional budget adjustments.</p> <p>Gale will summarize today's discussion in a worksheet and present the committee with the recommended tentative budget at the next meeting.</p>
Future Meeting Dates		April 10, 2014 9:00a.m. – 12:00p.m.
Adjourned		12:00pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler approved 4/10/2014