



Budget Development Committee Meeting Minutes

April 10, 2014

MB 350A

9:00am –12:00pm

Present: Gale Lebsock, Mary O’Neal, Matt Jones, Kathy Salisbury, Tammy Kinnan, Heather Ostash

Absent: Sherri Windish, Corey Marvin, Matt Crow, Cameron LaBrie, Crystal Leffler

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 from 4/1/2014	Gale Lebsock	<p><u>Review of Previous Action Items:</u></p> <ul style="list-style-type: none"> • Still working on fingerprinting clarification • Still no information regarding water usage • Heather had a conversation with President Board regarding forming a task force to review FTES targets on a year to year basis, and she supports the idea. No timeline for forming the task force was identified. • The Boosters have not met since our last Budget Development Committee meeting. Heather has met with Josh Sine and additional funding request will be made at the next Boosters’ meeting. It was noted that the Boosters name has changed to Cerro Coso Community College Coyote Club. <p><u>ACTION ITEMS:</u></p> <p><i>1) Heather will follow up with President Board about forming the FTES Review task force.</i></p>
2. Review of Minutes from 4/1/2014	Gale Lebsock	<p><u>Changes to the minutes from 4/1/14</u></p> <ul style="list-style-type: none"> • Regarding the adjunct/overload budget, Mary requested the dollar amount of approximately \$880,000 being added to the current reserve be reflected in the minutes. A portion of that money may be used to cover a portion of summer session and any additional expenses that come in for the spring semester. <p><u>Review of Previous Meeting Minutes:</u></p> <ul style="list-style-type: none"> • Still no proposed 2014-2015 allocation received from District Office; building proposed budget for 2014-2015 on allocation amount for 2013-2014. • Increase to permanent labor includes: <ul style="list-style-type: none"> ✓ Took Dean of CTE off the CREATE Grant and put on General Fund budget ✓ Adjusted custodial budget for Child Development Center ✓ Adjusted Health & Welfare benefits on one employee ✓ Reflects change to the Health & Welfare benefits for CAP increase; increase of 1.6% ✓ Increase for Workmen’s Compensation notification just received; may increase labor by approximately \$30,000. This increase will come out of the \$355,166 that is earmarked for the reserve budget.

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		<p>The kiln vent in the Art Department will be fixed this week; work began today. We will not have to pay the estimated \$700.00 and that amount can be deducted from the allocation request.</p> <p>We will be adding approximately \$500,000 to our college reserves for 2013-2014 due to under spending of Adjunct/Overload budget.</p> <p>Question was asked about how much of the proposed permanent labor budget is actually for faculty. Gale could not access the U drive during the meeting to check, so she will provide the number once she gets to where she can access her files.</p> <p>A suggestion was made to send budget allocations out to the individual departments before faculty leave for summer, but specifying they are TENTATIVE and could change anywhere along the way right up until the Board of Trustees approves the ADOPTED budget. Currently that information is not being provided until the first Faculty Chair meeting held in the fall. Also suggested that the tentative budget sheets be posted on our website Inside CC and then send out an email to Faculty and providing them with a link to the website so everyone can view the budget allocations online.</p> <p><u>ACTION ITEMS:</u></p> <p><i>1) Gale will provide information about amount of proposed permanent labor that is used for faculty.</i></p> <p>President Board is going to have further discussion with Chancellor Serrano regarding the requirement to add an additional \$100,000 to the Maintenance Projects budget for 2014-2015; for 2015-2016, that amount is supposed to be increased to \$300,000 for the year. There are planned building modernization projects that will cover some of the things that have been identified as needing repair or replacement. So far for 2013-2014, this budget has spent \$75,000 and has an additional \$24,000 encumbered for the signage project. The \$75,000 has been spent for an accumulation of numerous projects including lighting baseball and soccer field, etc. All expenditures from this budget are vetted through the Facilities Committee.</p> <p>It was clarified that the library server upgrade will be paid out of Instructional Equipment Fund during 2013-2014 because we actually save money by doing the upgrade this year.</p> <p>We need further clarification from the Art Department regarding their request for 25 new chairs. We have 110 sled-based chairs being stored in the Art building. Can they be used or do the chairs have to be on wheels with five legs?</p> <p>A suggestion was made to create a simple spreadsheet that specifies what was requested, what is being taken out of the General Fund budget allocation requests, and list what other funding source might be used. Gale will talk to Valerie Karnes today about the possibility of the firearm simulator being purchased with VTEA or grant funding because Valerie is currently placing orders using those funds.</p>

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		<p><u>ACTION ITEMS:</u></p> <ol style="list-style-type: none"> 1) <i>Gale will talk with Loren Sandvik about the request for chairs for the Art Department.</i> 2) <i>Gale will communicate with Valerie regarding the firearm simulator being purchased through VTEA or a grant.</i>
<p>3. Review of Budget & Expense Spreadsheet dated 3/30/14</p>	<p>Gale Lebsock</p>	<p><u>Review of Budget & Expense spreadsheet dated 3/30/2014:</u></p> <p>Science Dept.—need to clarify with Claudia Sellers whether or not microscopes require annual maintenance. If not, could result in additional decrease to allocation request.</p> <p>Allied Health—has only spent 18.6% of their budget through 3/30/2014. This department has a history of not spending their allocation; needs to be looked at more closely for future requests. Low spending for this year could be partially a result of the change in leadership in that department.</p> <p>Computer Science—has only spent 9% of their current allocation.</p> <p>CC Online—has only spent 10% of their current allocation. This department also had a mid-year change in leadership.</p> <p>Financial Aid—the \$10,000 allocated for Student Employment has not been touched. Heather clarified that part of the reason results from the lack of a Job Development Specialist. This position was filled, but then the individual had health issues and was forced to take time off work at least through the end of June 2014. That will not be the case next year. A question was asked regarding student employees that work for Supplemental Instruction being paid from this account. It was clarified that those students could be paid from this account when they are working in a discipline other than Basic Skills courses. Some faculty members stated that they were unaware these funds were available and that a student employee could be requested.</p> <p>M&O Director—currently, there are really low year-to-date expenditures for Building Maintenance accounts reflected in Banner. Need to look at this area more closely to see if further reductions can be made.</p> <p>M&O Grounds—need to also take a closer look at this budget due to low year-to-date expenditures.</p> <p>M&O Vehicles—also need to take a closer look at this budget due to low year-to-date expenditures.</p> <p><u>ACTION ITEMS:</u></p> <ol style="list-style-type: none"> 1) <i>Heather will verify the Student Employment process for College Work Study with Paula Suarez and Jennifer San Nicolas. And then send out a call to faculty letting them know funding is available and how to request a student employee.</i> 2) <i>Gale will follow up with John Daly regarding possibly reducing the M&O Director, Grounds, and Vehicles budgets due to low year-to-date expenditures.</i>

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		<p>It was requested that any additional changes to the budget proposal be communicated back out to the Budget Development Committee members.</p> <p>It was noted that if the outcome of enrollment management results in adding more sections, may need to augment the faculty labor budget. Enrollment Management is on the agenda to be discussed at the next Faculty Chair meeting.</p> <p><u>ACTION ITEM:</u></p> <ul style="list-style-type: none"> <i>Gale will identify a date for scheduling another Budget Development Committee meeting dedicated solely on discussion of the draft Budget Development rubric.</i>
Adjourned		12:00pm

Title Gale Lebsock, Director of Administrative Services Recorder Kathy Salisbury, Gale Lebsock APPROVED 8/29/2014