



Budget Development Committee Meeting Minutes

August 29, 2014

MB 350A

9:00am –11:00am

Present: Gale Lebsock, Mary O’Neal, Matt Jones, Kathy Salisbury, Corey Marvin, Heather Ostash, Matt Crow, Crystal Leffler

Absent: Cameron LaBrie, Tammy Kinnan

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	9:00am The committee is seeking a replacement for Sherri Windish.
Approval of Agenda	Gale Lebsock	No action taken.
1. Review of Action Items from 4/10/2014	Gale Lebsock	<ul style="list-style-type: none"> • Gale reported 53.07% of the proposed permanent labor was faculty in the tentative budget. • Gale followed up with emails to the committee on April 14 & 30, 2014 regarding 14/15 budget information. • Heather reported an Enrollment Management Task Force has been formed. • Information regarding work study was sent out by Jennifer San Nicholas. • The committee was unable to meet in May/June to discuss the rubric.
2. Review of Minutes from 4/10/2014	Gale Lebsock	<p><u>Changes to the minutes from 4/10/2014</u></p> <ul style="list-style-type: none"> • Heather Ostash from absent to present. • Action item under #2 summary for Gale was reduced to the first line.
3. 13/14 Budget to Actuals by Account	Gale Lebsock	<p>Gale provided a 13/14 Budget to Actuals worksheet by account.</p> <ul style="list-style-type: none"> • The 1310, 1320, 1330 accounts we refer to as the Adjunct/Overload Budget reflects the breakage previously discussed. • The utilities budget for 14/15 is less than 13/14 actuals. Issues with the solar field this summer have caused our electric bill to be significantly higher. • The 7000 accounts are not included in the totals – 7201 for district charge backs, true up account with no Banner entry. • Total budget underspent \$896,230.96. This amount includes the insurance payment of \$122,995 for expenses that incurred in the FY13 main building flood. • The CCA faculty increase and CSEA retro pay was paid out of 13/14.
4. a) 14/15 Adopted Budget Allocation	Gale Lebsock	<p>a) Gale provided information on the 14/15 Adopted Budget Allocation which was issued last week. It reflects the .85% COLA that was added to our base funding. The FTES decline of \$502,685 was stabilized by \$256,346 in District Wide Reserves. Because of the COLA and the increase base rate per FTES the net impact on the district is only \$256,346. As we move into 15/16 the stabilization money goes away but we get to keep our COLA. The discussion continued on FTES stabilization and what number is used to figure the decline.</p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
<p>b) 14/15 Changes Between Tentative & Adopted Budgets</p> <p>c) 14/15 College Reserve</p>		<p><i>Action: Gale will provide information on the FTES calculation used in the allocation document and to what level we will be funded once the stabilization money goes away.</i></p> <p>b) Gale provided information on the 14/15 Tentative to Adopted Budget which includes:</p> <ul style="list-style-type: none"> • Changes since the tentative budget. • New positions still in the budget for 14/15. Industrials Arts Teaching Assistant postponed till spring 2015. Custodian –I WV and Facilities & Grounds Maintenance Supervisor postponed due to review of current M&O vacancies. • Estimated college reserve. Unaudited FY14 Carryover estimate is approximately \$20,000 different than budget that went to Board of Trustees due to carry-over calculation done by Tom Burke after this estimate was prepared. • 14/15 items that could impact reserve. • 15/16 items potentially impacting budget. Clarify reduction in stabilization. <p><i>Action: Gale will provide a rough dollar amount on items that have a potential impact on the budget & reserve.</i></p> <p>c) Gale provided information on the annual change in reserve beginning and ending balances from FY08/09 thru FY13/14. Total change includes the carryover plus the effects of the district office overspending or under spending.</p>
5. 15/16 Budget Worksheet	Gale Lebsock	The committee reviewed the budget worksheet for 15/16.
6. Resource Request Rubric	Heather Ostash	<p>The committee discussed the draft resource request rubric that will be used by groups or individuals who are preparing and developing budgets and by the committee to structure conversation and provide consistency when evaluating resource requests. The committee members were asked to organize the chart beginning with the highest priority. Those ratings were sent to Heather to be compiled for discussion at the next meeting. A meeting will be scheduled to test the rubric against some of last year’s requests so it can be sent out before the AUP’s are due. Oct. 15 Annual Unit Plans due.</p> <p>Oct. 16 College Council meeting – Unit Plan developers will be doing an overview with an invite extended to Budget Development Committee members not serving on College Council.</p>
7. Other		<p>A link on the Chancellor’s website reported KCCD received 3.3 million in July 2014 for restoration funding in 11/12.</p> <p><i>Action: Gale will follow up and provide information at the next meeting.</i></p> <p>The committee discussed a July Board Action approving a 5 year contract with the Educational Advisory Board. The contract will be funded by Basic Skills and Student Success & Support Program with no impact on the general fund for 14/15. If the college does not find value there is an opt-out option in the contract. The planning was accomplished providing the foundation for the expenditure during SSSP meetings.</p>
8. Future Meeting Dates		September 19th, 2014 9:00am – 11:00am cancelled
Adjourned		11:00am

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 10/8/2014