



Budget Development Committee Meeting Minutes

February 23, 2015

MB 350A

9:00a.m. –11:00a.m.

Present: Gale Lebsock, Matt Jones, Corey Marvin, Heather Ostash, Crystal Leffler, Angela Poole, Frank Timpone, Tammy Kinnan

Absent: Tanner Barnett, Matt Crow

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	9:00am
Approval of Agenda	Gale Lebsock	No action taken.
1. Review of Minutes from 10/8/2014	Gale Lebsock	Approved with no changes.
2. Review of Action Items from 10/8/2014	Gale Lebsock	<p>Gale provided the 1% of salary with benefits calculation for CSEA contract employees. The amount of \$36,306.85 can be included in the follow-up information on items that may potentially impact our reserve for 2014/2015.</p> <p>Gale provided Mission Statement information to President Board for the Participatory Governance Document as requested.</p>
3. 2015/2016 Budget Premises	Gale Lebsock	<p>The committee reviewed the 2015/2016 Budget Premises worksheet. The worksheet states ongoing operations must be balanced to ongoing revenues. Reserves cannot be used to balance but can only be used to fund one-time expenditures or transfers.</p> <ul style="list-style-type: none"> • The committee will make note of potential one-time expenditures when reviewing requests. • The Statutory Tax increase for Defined Benefit, STRS & PERS has been incorporated into the labor projection. • Scheduled Maintenance Budget has increased to \$300,000. Funding in 15/16 by one-time funds in the Governor’s budget proposal. The allocation and details are pending. • We have been asked to maintain 40% reserve of bank load, vacation, and comp-time for faculty. <i>Action: Gale will verify the information for accuracy.</i> • 50% Law Target has been assigned to each college. Cerro Coso Community College was given a target of 52.12%. If all 3 colleges meet their given target the budget will be built at 51.50%. We are currently tracking below 50%. Once the budget requests have been evaluated Gale will provide a calculation summary to give us an idea of what we will be submitting. <i>Action: Gale will provide calculation.</i>
4. Review KCCD Budget Development Timeline		<p>The committee discussed the budget development timeline. The tentative budget allocation won’t be issued until March 16th. We will work from Tom Burkes initial projected allocation from December to give us a target.</p> <ul style="list-style-type: none"> • Submit budget proposal to College Council on or before April 30, 2015.

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<p>5. Review of Budget Binder</p> <ul style="list-style-type: none"> - Identify additional information needs - Chair visits 		<p>The committee reviewed the 2015/2016 GU001 Preliminary Estimates as of 2/19/15.</p> <ul style="list-style-type: none"> • Allocation based on zero growth for CC and projected 2% COLA. • The stabilization funds go away for 15/16. • Local revenue from non-resident tuition is significantly lower than it's been in the past. • Budget resource requests are larger this year. • Summer schedule may help make up some FTES. • Adjunct and overload budget will be impacted when C6 funding goes away September 2015. • Permanent labor budget includes some positions that have not been hired and may or may not move forward. • Statutory benefits added for Certificated Temp Labor, Classified & Student Labor not included in budget requests. • If the Governors one-time money comes through to pay down mandates the money could be used to cover the \$300,000 for Scheduled Maintenance Projects. <p>The committee reviewed the 2015/2016 Total Budget Request information provided in summary, by account and organization code. The committee identified the following areas and agreed to invite them to meet to discuss significant increases.</p> <ul style="list-style-type: none"> • Faculty Senate • IT • PIO • KRV • East Kern • Learning Center • Library • Allied Health • Child Development • Industrial Arts • Public Service • Bishop/Mammoth • Distance Ed • FA – Increase is for TV programing. <i>Action: Heather will verify if BFAP funding will cover.</i> • Athletics – <i>Actions: Heather will have conversation with Justus and report back.</i> • M&O <p>The committee confirmed with Corey Marvin we could schedule individual meetings during the Faculty Chair meeting on March 9th.</p>

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		<p>Corey is doing an analysis of ongoing instructional costs by department. Sections have been reduced and Corey would like to review these decreases and compare them to the budget requests as part of the budgeting process.</p> <p><i>Action: Corey will send out an email to Faculty Chairs notifying them that part of the meeting scheduled on March 9th will be used for individual discussion with the Budget Committee.</i></p> <p><i>Action: Gale will send the individuals an email to contact Crystal to schedule a time during the Faculty Chair Meeting.</i></p>
Future Meeting Dates		March 3 & March 9 follow-up dates TBD
Adjourned		10:00am

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler

Approved 3-9-15