



Budget Development Committee Meeting Minutes

March 25, 2015

MB 350A

2:30p.m. – 4:30p.m.

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

Absent: Matt Jones, Tanner Barnett

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	2:30p.m.
Agenda	Gale Lebsock	
1. Review of March 9 & March 17, 2015 Minutes	Gale Lebsock	The committee will continue to review the minutes from March 9 and 17 (area budget discussions) as we continue our review of the budget requests.
2. Area Budget Discussions - ESCC – Deanna Campbell via phone	Gale Lebsock	<p>Deanna Campbell joined the committee via phone to discuss the ESCC budget.</p> <ul style="list-style-type: none"> • Non-Inst Supplies & Materials – increase to purchase supplies for community room used by faculty, students and facility rental. • \$2,500 not for travel – did not know where to put request. The Art room needs items like mini blinds and other items that were not included in the remodel including updated signage on repurposed rooms. Requesting equipment for Physical Education department regarding the Kinesiology degree that requires a team sport. ESCC is looking at volleyball for Mammoth and softball for Bishop due to the weather. In the long term may rotate into both sites. Supply request did not come forward through the PE department budget so it was included here - approximately \$500 - \$750. • Food and Meetings – trying to do more events. The Eastern Sierra Foundation is no longer paying for a portion of the food for graduation. ESCC has double the graduates, would like food for workshops and welcome receptions. Heather suggested ESCC submit a request for Student Development funding. <i>Action: Heather will have Anna Sue send the application to Deanna.</i> One application can be submitted for multiple events on campus. Some Outreach activities may be funded out of Student Equity. <i>Action: Heather will confirm guidelines for Student Equity funding.</i> • Disposal services increasing – will verify current fee. • Other services & expenses – Cover Wilder Barton well services. • Postage – increase do to less travel between sites, more items being sent back and forth. • Taxes/License and Permits – increase by fee previously expensed via other services & expenses. • Same for Mammoth – trying to get supplies for events and meetings, bulletin boards, shelving. • Non- Inst supplies & materials – Art/Physical Education signage for LRC repurposed rooms. • \$2,500 (employee travel line) – Not for travel, same as Bishop for Art room and PE. • Food and Meetings - Roll into Student Development funding. • Postage – same increase as Bishop.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<p>Angela Poole and Heather Ostash reviewed the Athletics General budget.</p> <ul style="list-style-type: none"> • Additional supplies for athletic trainer, special tapes and pads for treating injuries. • National Conference – Provides 25 continuing education credits and networking. • Portable Stem units for athletes to use on away games (included in supplies at \$200 each). • \$1,000 increase for food for team banquets. • Equipment – No equipment need for FY 15/16. Annual calibration of equipment only. <p><i>Action: Angela will provide an estimate of annual calibration costs.</i></p> <p>Heather reported Boosters will no longer be providing a lump sum distribution for FY 2015/2016. Boosters would like individual requests in order to track funding.</p> <p>Baseball</p> <ul style="list-style-type: none"> • Increase for supplemental field material, an annual cost associated with upkeep of the field. • Radar gun is a must have. • Rookie/pitching machine approximately \$2,000 may request via Boosters (a nice to have). • Replace hats \$1,000, stirrups and belts \$675. • Trying to schedule more home games, away games are more expensive. Cost of officials for home games would offset cost of travel for away games. • National conference – helps with networking, recruiting. Request via Boosters. Membership dues are also associated. • Non-Instl Supplies - \$500 <i>Action: Heather will confirm with Justus Scott.</i> • \$9600 Stipend reduces by \$5,600 only needs funding of \$4,000 to cover assistant coach. <p>Soccer</p> <ul style="list-style-type: none"> • Requesting new uniforms due to be replaced with Under Armour per contact if due for replacement. • Supplies -4313 balls and cones should be 4310, need annual replacement. • National Conference and dues for networking and recruiting. • Expecting increase in players next year. • Officials – more home games could cause decrease to travel expenses. <p>Volleyball</p> <ul style="list-style-type: none"> • New uniform request – knee pads need to be replaced annually. • National Conference – for networking and recruitment. <p><i>Action: Heather will confirm uniform requests, game schedules and enrollment status for volleyball and soccer.</i></p>
3. Revised Budget Worksheets	Gale Lebsock	<p>Gale provided the committee with a revised budget request from Rebecca Pang for Distance Learning; she also provided pages from her unit plan where the resource requests were identified. She removed items that may be covered by special funding from Mike McNair, Dean of CTE.</p> <p>Mike Campbell submitted a revised budget request and email for Information Technology. He revised his request to include computer upgrades instead of replacements saving approximately \$270,000, his budget still includes \$60,000 to purchase two Codec and displays for our ITV classrooms.</p>

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		The committee reviewed the revised request from Valerie Karnes for the Child Development budget. The program is primarily on an online program. Travel if needed for evaluations would come via the VP Budget. Professional Development for conferences would be covered under VETA. Based on YTD history the budget request was reduced to zero.
4. Child Care	Heather Ostash	Heather met with Jessica Krall and discussed the Child Care renovation. There are 2 potential grants they are going to apply for as long as they meet the eligibility requirements. Heather stated next year the CDC will be doing a unit plan. John currently has the CDC on his list of scheduled maintenance projects estimated at \$185,000.
5. Review of staffing in permanent labor	Gale Lebsock	Gale provided a listing of the positions included in the labor budget. The staffing analysis is pending the impact of the faculty negotiations, management changes and positions that may not move forward, except the faculty positions that are in the process of conducting interviews.
6. Summary of requests following area discussions & revised budget requests	Gale Lebsock	<p>Gale prepared a summary of adjustments based on the area discussion meetings and revised worksheets showing approximately \$494,000 in reductions. Gale asked the committee to review these adjustments against our own notes.</p> <p>There are several items that may qualify as one-time expenditures.</p> <ul style="list-style-type: none"> • The instructional equipment money is not factored in and may be replaced by the governor's proposal. • Governor's proposal may cover schedule maintenance funds – spending guidelines to be determined. • Gale asked John Daly to prioritize his equipment requests. • Reserve may be used for one-time expenditures. <p>The main building project is 4.7 million over budget. The 1 million approved to fund the new M&O building two years ago has been moved to the main building project. The current M&O building will undergo needed repairs until a new bond comes through to fund a new M&O building. The current reserve balance is approximately 5 million. President Board has been approved by the Board of Trustees for a 3.7 million dollar line of credit to be used to complete the MB remodel. We would use 3.7 million of our reverse if we choose not to go with the loan.</p> <p>Gale is currently working on a project to forecast our projected ending reserve balance for FY 14/15.</p> <p><i>Action: Gale will provide a YTD budget report for 14/15 by area and account code for review.</i></p> <p>Corey would like us to compare requests to planned growth.</p> <p><i>Action: Corey will review section and unit plans to verify those areas with planned growth.</i></p>
Future meeting dates		March 30, 2015 April 1
Adjourned		4:30pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 4-23-15