



Budget Development Committee Meeting Minutes

March 30, 2015

MB 350A

2:30p.m. – 5:00p.m.

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

Absent: Heather Ostash, Tanner Barnett

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	2:30p.m.
Agenda	Gale Lebsock	
1. Review of March 9, 17, & 25 2015 Minutes	Gale Lebsock	The committee will continue to review the minutes from March 9, 17 and 25 th as we continue our review of the budget requests.
2. Updated Estimates as of 3/28/2015	Gale Lebsock	<p>Gale provided 2015-2016 GU001 Preliminary Estimates as of 3/28/15 which includes our 15/16 tentative budget allocation in the amount of \$16,511,912.</p> <ul style="list-style-type: none"> • \$293,890 increase from 15/16 Estimated Allocation as of 2/19/2015. • \$30,000 decrease – removed Transfer from Boosters per discussion on 3/25/2015. • \$107,584.56 decrease in Permanent Labor. <p>This is the first year we have been asked to budget for a new benefit code for Other Postemployment Benefits (OPEB) which is not included in the estimates. The OPEB obligation is .98% of labor, an approximate \$85,000 increase to the labor budget. The benefit rate increases or decreases for workers compensation and unemployment have not been adjusted.</p> <ul style="list-style-type: none"> • STRS & PERS increases have been factored in to the labor budget. <p>These estimates do not include any changes to the budget resource requests.</p>
3. Review Resource Request Worksheets for reductions		<p>The committee reviewed the individual budget requests and compared them against the last three years of actuals and the worksheet Gale provided with current year to date budget & expenditures as of 3/26/15. The committee also reviewed sections and unit plans for additional information.</p> <p>The committee discussed the budget areas listed below and agreed to the following:</p> <p>President</p> <ul style="list-style-type: none"> • No change. <p>Accreditation</p> <ul style="list-style-type: none"> • No change. <p>Achieving the Dream</p> <ul style="list-style-type: none"> • Employee Travel – <i>Action: Gale will verify with Jill Board her travel plans for this year and next year.</i> <p>Staff Development</p> <ul style="list-style-type: none"> • No change.

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		<p>Faculty Senate</p> <ul style="list-style-type: none"> Employee Travel – Reduce from \$11,560 to \$5,000. <p>Information Technology</p> <ul style="list-style-type: none"> Revised budget request 3/24/15 approved \$245,750. <p>Public Information/External Relations</p> <ul style="list-style-type: none"> No change. <p>Kern River Valley Campus</p> <ul style="list-style-type: none"> Classroom/Site Furniture - Remove \$56,036 due to renovation delay until January 2016. Rental of Facilities may be understated. Outdoor bench - \$1,400 possible one-time expenditure. Blvd Sign/Signage - \$2,500 possible one-time expenditure. <p>East Kern Campus</p> <ul style="list-style-type: none"> Equipment/School Car – Remove \$22,000. Employee Travel – Reduce from \$9,000 to \$4000. <p>VP Academic Affairs</p> <ul style="list-style-type: none"> Employee Travel – Reduce from \$10,000 to \$8,000. <p>Communications</p> <ul style="list-style-type: none"> Non-Inst Supplies & Materials – Remove \$500. <p>Honors/PTK</p> <ul style="list-style-type: none"> No changes. <p>Learning Center</p> <ul style="list-style-type: none"> Roll budget request from 14/15 of \$85,450.00 and adjust student labor for minimum wage increase that is effective January 2016. <p><i>Action: Gale will adjust student labor to add only the minimum wage increase for 2016.</i></p> <p>Library</p> <ul style="list-style-type: none"> Acad Emp-Non-Inst CI – Reduce \$10,560 to \$2,160 per email received by Corey and Gale. Acad Emp-Non-Inst CK – Remove \$30,720. Software Lic/Maint Services – Increase from \$11,100 to \$11,600 for \$500 annual Ezproxy upgrade. Other Service & Exp – Remove \$250 for Camtasia. Other Equipment – Reduce from \$31,000 to \$23,000. <p>Mathematics</p> <ul style="list-style-type: none"> TI84Plus Calculators – Remove \$1,000 KRV, financial need – refer to Access Programs. <p>PE & Health</p> <ul style="list-style-type: none"> Softballs – Remove \$500. Aluminum Softball Bats – Remove \$700. Softball Gloves – Remove \$900. Softball Batting Helmets – Remove \$240. Treadmills - \$12,000 possible one –time expenditure. Bicep Machine - \$3,600 possible one-time expenditure. Multi-Station Machine - \$15,400 possible one-time expenditure.

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		<ul style="list-style-type: none"> • Dumbbell Set \$2,435 – possible one-time expenditure. <p>Science</p> <ul style="list-style-type: none"> • Employee Travel All Sites - Remove \$700. • Employee Travel DO All Sites – Remove \$400. • Other Equipment – Remove \$3,500 for washer/dryer. <p>There have been no expenditures this year for physics, physical science and engineering. <i>Action: Corey will have conversation with Dennis Jensen to confirm request.</i></p> <p>Social Science.</p> <ul style="list-style-type: none"> • Inst Supplies & Materials - \$9,047 Anthropology skeletons and skulls – possible one-time expenditures. <p>Visual & Performing Arts</p> <ul style="list-style-type: none"> • Employee Travel DO All Sites – Remove \$600. • Computer/Tech Equip – Reduce \$3,500 to \$500 for photo quality color printer. • Inst Supplies & Materials CI (100200) – Reduce \$15,000 to \$12,000. • Inst Supplies & Materials CI (100400) - Reduce \$1,500 to \$500. • Inst Supplies & Materials CM (100400) - Remove \$500.
Future meeting dates		<p>April 1, 2015 April 14</p>
Adjourned		5:00pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 4-23-15