



Budget Development Committee Meeting Minutes

April 1, 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 & 30 2015 Minutes	Gale Lebsock	The committee will review the minutes from March 9, 17, 25th and 30 th as we continue our review of the budget requests.
2. Action items	Gale Lebsock	Gale confirmed the travel plans for the Achieving the Dream Budget with Jill Board. The travel can be reduced from \$20,000 to \$15,000. Matt Jones confirmed the Anthropology supplies are for the lab portion of the class scheduled for Fall 2015.
		<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>Dean CTE</p> <ul style="list-style-type: none"> • Employee Travel – Reduce from \$5,000 to \$4,300. <p>Allied Health</p> <ul style="list-style-type: none"> • Other Equipment – Remove \$45,200. • Employee Travel – Remove \$3,400. • Employee Travel EMT CB – Remove \$750 • Employee Travel EMT CI – Remove \$2,000 • Employee Travel Human Services CI – Remove \$2,350. • Non-Inst Supplies & Materials Allied Health CI – Reduce \$1,500 to \$500. • Inst Supplies & Materials Allied Health CB – Reduce \$2,300 to \$1,150. • Inst Supplies & Materials Allied Health CI – Reduce \$4,475 to 2,237.50. • Inst Supplies & Materials Allied Health CK – Reduce \$2,300 to \$1,150. • Inst Supplies & Materials EMT CB – Reduce \$375 to \$187.50. • Inst Supplies & Materials EMT CI – Reduce \$750 to \$375. • Inst Supplies & Materials EMT CK – Reduce \$750 to \$375. • Inst Supplies & Materials EMT CM – Reduce \$375 to \$187.50

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		<ul style="list-style-type: none"> • Inst Supplies & Materials EMT CS – Reduce \$425 to \$212.50. <p>Child Development</p> <ul style="list-style-type: none"> • Non-Inst Supplies & Materials – Remove \$500. • Employee Travel – Remove \$1,000. • Professional Develop/Conf – Remove \$11,000. • ESAEYC Conference – Remove \$3,500. <p>Computer Science & Business</p> <ul style="list-style-type: none"> • Non-Inst Supplies & Materials – Remove \$200. • Inst Supplies & Materials CB – Remove \$500. • Inst Supplies & Materials CI – Remove \$690. <p>Industrial Arts</p> <ul style="list-style-type: none"> • No change. <p>Public Service</p> <ul style="list-style-type: none"> • No change. <p>Bishop</p> <ul style="list-style-type: none"> • Employee Travel (not for travel - for Art/PHED materials) – Remove \$2,500. • Food & Meetings – Remove \$1,500 (Student Development). • Disposal service - Reduce \$2,500 to \$1,500. • Software Lic (for Recycling) – Remove \$600. • Employee Travel DO – Reduce \$1,750 to \$1,000. <p>Mammoth</p> <ul style="list-style-type: none"> • Non Inst Supplies & Materials – Reduce \$3,000 to \$2,000. • Employee Travel (not for travel - for Art/PHED materials) – Remove \$2,500. • Food & Meetings - Remove \$1,500 (Student Development). • Software Lic (for Recycling) – Reduce \$600 to \$500. • Employee Travel DO – Reduce \$1,750 to \$1,000. <p>Distance Learning – Revised Budget 3/17/2015</p> <ul style="list-style-type: none"> • Oth Instructional Consulting – Reduce \$4,750 to \$2,750. <p>VP Student Services</p> <ul style="list-style-type: none"> • No change. <p>Counseling & Guidance</p> <ul style="list-style-type: none"> • Acad Emp –Non Instr CI - Reduce \$52,020 to \$22,020. • Food & Meetings – \$2,600 request pending. Action: Gale will confirm increase with Heather and Paula. <p>Transfer Center</p> <ul style="list-style-type: none"> • No change. <p>Admissions & Records</p> <ul style="list-style-type: none"> • Non-Instr Supplies & Materials – Reduce \$2,500 to \$2,000. • Employee Travel CB – Reduce \$200 to \$100. • Employee Travel CI – Reduce \$400 to \$300. • Employee Travel CK – Reduce \$200 to \$100.

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		<p>Financial Aid</p> <ul style="list-style-type: none"> FA TV - \$7,000 request pending. Action: Heather getting stats on use of TV programming. <p>Veterans Affairs</p> <ul style="list-style-type: none"> Non-Inst Supplies & Materials – Reduce \$1,000 to \$500. Food & Meetings – Remove \$500. (Refer to Student Development). Employee Travel - \$3,800 request pending. Action: Gale will confirm travel plans with Jennifer. <p>Athletics General</p> <ul style="list-style-type: none"> Other Equipment – Reduce \$3,500 to \$800 for annual equipment calibration. Food & Meetings – Remove \$1,500. (Refer to Boosters or Student Development). <p>Men’s Baseball</p> <ul style="list-style-type: none"> Oth Acad Empl-Stipends – Reduce \$9,600 to \$4,000. Student Travel – Reduce \$25,000 to \$21,000. Employee Travel – Reduce \$7,500 to \$4,000. Inst Supplies & Materials - \$10,000 requested includes radar gun (a must have) and a rookie pitching machine (nice to have). No adjustment discussed. <p>Women’s Soccer – Action pending: Heather will confirm uniform request.</p> <ul style="list-style-type: none"> Athletic Officials – Reduce \$4,000 to \$3,000. Student Travel – Reduce \$11,000 to \$7,500. Employee Travel – Reduce \$5,500 to \$2,500. <p>Women’s Volleyball</p> <ul style="list-style-type: none"> Athletic Officials – Reduce \$2,500 to \$2,000. Employee Travel – Reduce \$3,500 to \$2,500. <p>Student Activities</p> <ul style="list-style-type: none"> No change. <p>Administrative Services</p> <ul style="list-style-type: none"> Non-Inst Supplies & Materials – Reduce \$200 to \$100. <p>Print Shop</p> <ul style="list-style-type: none"> Other Equip Maint Agreements – Reduce \$14,000 to \$12,000. <p>Reception Desk</p> <ul style="list-style-type: none"> Postage – Reduce \$24,000 to \$23,000. <p>Utilities</p> <ul style="list-style-type: none"> No change. <p>Maintenance & Operations</p> <ul style="list-style-type: none"> The committee agreed to roll over the current M&O budget with the exclusion of all equipment. Gale has asked John to prioritize the equipment requests and analyze the HVAC funding request for the main building due to construction.
Future meeting dates		April 14
Adjourned		5:00pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 4-23-15