



Budget Development Committee Meeting Minutes

December 10, 2015

EW 207

9:00a.m. – 11:00a.m.

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

Absent: Matt Crow

| TOPIC  | FACILITATOR  | SUMMARY/ FOLLOW-UP   |
|--|--------------|--|
| 1. Opening of Meeting                              | Gale Lebsock | 9:00a.m.   |
| 2. 10/31/15 YTD Expenditures                       | Gale Lebsock | Gale provided the committee with the GU001 Budget Status Report Summary as of October 31, 2015. The budgets are tracking well and look normal to date with approximately 33% spent overall.  |
| 3. 50% Law Calculations                            | Gale Lebsock | The committee reviewed the 50% law calculation for 15-16. Gale is working on the labor budget and closely watching increases that may impact our target such as the increases in PERS, STRS and salary schedules for all employee groups.  |
| 4. 2016/2017 GUOO1 Budget Worksheet                | Gale Lebsock | Gales shared a revised version of the budget worksheet with the committee. The form was revised as a result of the IEC committee review of the annual unit planning process as a whole and how budget items had to be entered twice, once in the unit plan and again in the worksheet. The budget information has been taken out of the unit plan and two new columns have been added to the worksheet. One column has a drop down list to select the type of increase and another column to provide information on where the supporting data can be located. The worksheet will be refined as we move through the budgeting process. The committee suggested adding a column for prioritization and possibly coding items to identify special requests or program needs that are not ongoing to prevent automatic roll over. A column to identify other funding sources with historic data would also provide useful information. |
| 5. 2016/2017 KCCD Budget Development Calendar      | Gale Lebsock | Gale provided a copy of the district budget development calendar. The committee agreed to be done with our work by April 10 <sup>th</sup> allowing time to prepare documents to be submitted to College Council scheduled to meet on April 21, 2016.   |
| 6. KCCD Budget Allocation Model – Input for Review | Gale Lebsock | Gale provided the committee with the first two pages of the budget allocation model. The complete worksheet can be reviewed on the group site Inside CC. The BAM is currently being reviewed and the committee was asked to bring forward any questions or concerns. The next BAM meeting is scheduled for January 2016.   |
| 7. Budget Committee Self Evaluation                | Gale Lebsock | The committee discussed in detail how to evaluate the effectiveness of this committee and how the funds were used for institutional improvement. It was suggested that we set categories that most items will fall under with set assessments. These outcomes should tie back to their planning and budgeting documents. Gale, Corey, Matt Jones and Tammy agreed to meet in January to continue discussion on the self-evaluation process.  |
| 8. Future Meeting Dates                            |              | TBD  |
| Adjourned  |              | 11:00am  |

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 2/16/16