



Budget Development Committee Meeting Minutes

February 16, 2016

EW 207

9:00a.m. – 11:00a.m.

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

Absent: Heather Ostash

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Gale Lebsock	9:00a.m.
2. Approval of Agenda	Gale Lebsock	No changes to the agenda.
3. Approval of Minutes from 12/10/15 and Action items	Gale Lebsock	The adjournment time was changed to 11:00am and the future meeting dates were added. The approved minutes have been posted to the group inside CC. Action items completed.
4. Review of Binder	Gale Lebsock	<p>The committee reviewed and discussed the information Gale provided in the budget development binders.</p> <ol style="list-style-type: none"> <li>1. 2016-2017 GU001 Estimates as of 2/14/16 – Expenses exceed our revenue by approximately 2.3 million. The labor budget is approximately 1.2 million more than FY 15/16. The categorical funding for labor has been reviewed and adjusted for 16/17.</li> <li>2. 2016-2017 Total Budget Request Summary Worksheet – An extra column has been inserted into the worksheet to identify increases or decreases from prior year.</li> <li>3. Details of Request by Account – The account summary includes historical data comparing budget to actuals for the past 3 years, 15/16 budget and 16/17 requests.</li> <li>4. 2016-2017 Budget Request – Total budget request \$3,482,240.77.</li> </ol> <p>The committee discussed in detail the history behind the rise and fall of our FTES. Moving forward we have identified new markets and strategies to build enrollments within our service area.</p> <p>This year our instructional equipment and scheduled maintenance allocation is estimated at \$750,000 - \$800,000. Other funding for CTE Enhancement and VTEA may help offset some expenses that qualify, most consumables do not qualify.</p> <p>The committee was asked to review the budget requests and identify areas where we may need to invite individuals in to discuss their requests.</p> <p><b>Action: Gale will provide the following information:</b></p> <ul style="list-style-type: none"> <li>✓ YTD adjunct and overload budget for 15/16.</li> <li>✓ 15/16 YTD budget information by organization code.</li> <li>✓ 14/15 reserve increase or decrease from closeout.</li> <li>✓ Identify one-time expenses that were funded from reserve.</li> </ul>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
5. BAM Evaluation Committee Report	Gale Lebsock	Gale shared information discussed during the last meeting. Members of this committee have been assigned areas for review. Gale will be working with Tom Burke on stabilization methods.
6. Future Meeting Dates		February 23, 2016 9am – 12:00pm March 1, 2016 9am – 12:00pm March 8, 2016 9am – 12:00pm March 22, 2016 9am – 12:00pm March 31, 2016 9am – 12:00pm April 5, 2016 9am – 12:00pm
Adjourned		11:00am

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 3-1-16