



Budget Development Committee Meeting Minutes

March 22, 2016

EW 207

9:00a.m. – 10:00a.m.

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

Absent: Heather Ostash, Tammy Kinnan

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 3-8-2016 and Action items	Gale Lebsock	No changes to the minutes. Action items pending for Heather: <ul style="list-style-type: none"> • Follow up with Jennifer San Nicholas regarding travel requests for A&R and FA. • Check with Christine Small on \$195 request for software (5650), removed for now. • Confirm calibration request \$3,200 (6419) in the General Athletics budget. • Verify fluctuating membership dues for soccer (5300) \$500 reduced to \$300.
4. Summary of Resource Requests Adjustments	Gale Lebsock	Gale provided a list of all the resource request adjustments recommended by this committee. Total resource request adjustments \$ 921,120.00.
5. Professional Development Request and Analysis	Gale Lebsock	Gale discussed the Staff Development budget request worksheet and resource request analysis that was provided at our last meeting. The committee reviewed the information and agreed to the following changes: <ul style="list-style-type: none"> • Remove \$5,500 travel request. Travel requests should come from higher level. • Remove DISC training. • Leave Flex Day, Inquiry Groups and Common Read. Look for other or split funding sources.
6. Review of Updated Estimates	Gale Lebsock	Gale provided 16/17 GU001 Estimates as of 3/20/2016. Gale discussed the increase in revenue which includes the final, final budget allocation from 15/16 and COLA adjustment. Gale also made some adjustments to the Permanent Labor which includes removing the management salary increases and benefits declined by part-time position. These adjustments along with the adjusted budget requests leave us approximately \$976,374.83 out of budget.
7. Communication about Tentative Budget		Action: Gale will send the adjusted budget worksheets back to the individuals for review. They will be given a final opportunity to discuss any recommended changes with the committee.
8. Other		The Chancellor is aware that we have fine combed our budget for 16/17.
9. Future Meeting Dates		February 23, 2016 9am – 12:00pm cancelled

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		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		10:00a.m.

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 4/14/2016