



Budget Development Committee Meeting Minutes  
 November 29, 2016  
 EW 207  
 9:00a.m. – 10:00a.m.

Present: Lisa Couch, Corey Marvin, Heather Ostash, Crystal Leffler, Frank Timpone, Katie Coffman, Tammy Kinnan, Matt Crow

Absent: Matt Jones, Kristie Chavez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	9:00 a.m.
2. SharePoint	Lisa Couch	Lisa updated the committee on our move from using the groups Inside CC to SharePoint. Documents from last year's budget development have been moved to the SharePoint group. The committee agreed the budget binders are helpful and would like to continue using them for our review process. <i>Action: Lisa will send an email with link to access SharePoint to the committee members.</i>
3. 50% Law Calculation 2015-16	Lisa Couch	Lisa provided an update on the 50% law calculation for 2015/16 as of 6/30/2016, District-Wide YTD Expenses = 52.05%.
4. 2016-17 Budget Changes since Spring 2016	Lisa Couch	Lisa provided detailed information identifying the changes to the Adopted budget since the recommended budget was submitted for 16/17. We will receive our actual beginning balance for 2016/17 after the audit for 2015/16 is complete.
5. KCCD Budget Allocation Model Review Recommendations	Lisa Couch	The committee reviewed the Evaluation & Recommendations section from the report dated 5/12/2016 from the District-wide BAM Evaluation III Committee (BEC). The full document is available in SharePoint. The BEC recommendations were distributed at Consultation Council. Lisa shared the recommendations and the feedback that was provided by CC administration during the September 26, 2016 meeting. The next steps will be determined by the Chancellor & CFO.
6. FTES	Corey Marvin	Corey shared the 2016-17 FTES projections with the committee. We are approximately 3.5% higher than last Fall partially due to offering Dual Enrollment and Prison Instruction at Cal City and Tehachapi.
7. 2017-18 KCCD Budget Development Calendar	Lisa Couch	The committee reviewed the Budget Development Calendar for 17/18. This committee will begin meeting in February to work on the budget.
8. Budget Committee Self Evaluation	Lisa Couch & Corey Marvin	The question remains "What are we evaluating?" <i>Action: Lisa will talk with others to see how they accomplish this.</i>
9. Future Meeting Dates		TBD
10. Future Agenda Items		None
11. Adjourned		10:00 a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler Approved 3-14-17