



Budget Development Committee Meeting Minutes
 March 14, 2017
 EW 207
 9:00a.m. – 11:00a.m.

Present: Lisa Couch, Corey Marvin, Heather Ostash, Frank Timpone, Debbie Gregory, Matt Crow, Matt Jones, Kristie Chavez, Crystal Leffler
Absent: Katie Coffman

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	9:10 a.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Meeting Minutes 11/29/16	Lisa Couch	Minutes approved with no changes. <i>Action pending 11/29/16: Lisa will talk with others regarding the “self-evaluation” of this committee.</i>
4. Distribution of Binder & Review of Materials <ul style="list-style-type: none"> • 2017-18 Budget Requests • 2017-18 Resource Requests • 2016-17 Budget Status 	Lisa Couch	Lisa reviewed the information provided in the budget binders. The request worksheet was updated and now includes two columns to help identify funding supported by GU001 or Other funding. The additional Resource Requests for M&O, IT and PIO includes requests from the resource plans that were not included in other areas. The current year to date account balances were provided as of the end of February 2017 with the exclusion of permanent labor and all benefits.
5. 2017-18 GU001 Estimates & Target	Lisa Couch	Lisa provided the GU001 estimates as of 2/27/17. The estimated revenue is based on the 16/17 adopted budget allocation less the anticipated district charge backs. Also included is the 1.48% COLA referenced in the Governors January budget. This is a rough estimate and these numbers are subject to change. The committee has been asked to identify reductions that would leave the college balanced on one million of reserve. <i>Action: Lisa will provide an estimated amount of what we identified as reductions to last year’s budget.</i>
6. Identify Additional Information Needs <ul style="list-style-type: none"> • Resource Analysis presentation • Chair/ Unit Visits • Additional budget information 	Lisa Couch	The committee reviewed the additional resource requests in detail. A summary of the reductions identified will be provided at the next meeting. M&O & IT - The committee agreed more information was necessary in these two areas. The committee will invite John Daly and Mike Campbell in to provide further details to help prioritize the requests. <i>Action: Lisa will invite John and Mike to meet with the committee.</i> <i>Action: Lisa will provide a summary worksheet of all budget requests and historical data.</i> <i>Action: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i> <i>Action: Heather will confirm compliance for retrofit soccer goal with removable top bar \$4,000.</i> <i>Action: Corey will confirm \$3,400 request for LAC computers proctoring/headphones with Tyson Huffman.</i>
7. Future Meeting Dates		March 28, April 4, and April 11
8. Adjourned		11:00 a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler Approved 3/28/17