



Budget Development Committee Meeting Minutes

March 28, 2017

EW 207

9:00a.m. – 11:00a.m.

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

Absent: Corey Marvin

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	9:00 a.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Meeting Minutes 3/14/2017	Lisa Couch	<p>Minutes approved with no changes.</p> <p><i>Action pending 11/29/16: Lisa will talk with others regarding the “self-evaluation” of this committee.</i></p> <p><i>Action pending 3/14/17: Heather will confirm compliance for retrofit soccer goal with removable top bar \$4,000.</i></p> <p><i>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i></p> <p><i>Action pending 3/14/17: Corey will confirm \$3,400 request for LAC computers proctoring/headphones with Tyson Huffman.</i></p>
4. 2016 -2017 Committee Recommendation Summary Total	Lisa Couch	Lisa provided a summary total based on historical data of how much this committee identified as reductions or other funding sources. The committee identified approximately \$932,820 in budget request reductions for 2016-2017.
5. Documents for Review a. Updated Revenue/Expenses Estimate b. 2017-18 Budget Committee Recommended Adjustments c. Instructional Equipment/Scheduled Maintenance Funding Summary d. 2017-18 Instructional Equipment Initially Identified e. 2017-18 Organization Code Budget Request Summary	Lisa Couch	<p>a. Lisa reviewed the GU001 Estimates as of 3/28/17 based on progress we’ve made. There were no changes to the revenue. Permanent labor had an increase and the resource analysis requests was reduced by 685,500.</p> <p>b. Lisa provided a detailed list of recommend adjustments as of 3/14/17. Permanent labor increases are related to health premiums and the addition of extra chair days.</p> <p>c. Lisa provided historical data on Instructional Equipment and Scheduled Maintenance Funding. She discussed concerns that the January proposed budget for the state for 2017-18 is approximately \$140.3 million less than prior year. This is a significant reduction. If we receive a proportionate adjustment it may only be around \$100,000 to be split between instruction equipment and scheduled maintenance.</p> <p>d. Lisa provided a list of items that were identified through the division or section plans as possible funding through Instruction Equipment totaling \$195,000. We may need to consider not funding or funding out of GU001. Lisa will begin discussions on how we are going to split the \$100,000 with scheduled maintenance.</p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<p>e. The committee reviewed the budget request summary worksheet. It also reflects two additional columns - one identifying Section/Division Plan Supported by GU001 and the other identifying Section/Division Plan Supported by Other funding. The total amount included in our estimates is the total Supported by GU001 not total Request. The worksheet has not been updated to include any identified reductions.</p>
6. Request Review	Committee	The committee reviewed the budget request in detail.
<p>7. Identify Additional Information Needs</p> <p>a. Chair/Unit/Section Visits</p> <p>b. Additional budget information</p>	Lisa Couch	<p>The committee identified the following areas are in need of further information.</p> <p>Heather</p> <ul style="list-style-type: none"> • 42FCG1 and 424VA1 – can equity pay for out-of-state travel under new regulations. • 42GAT0 – Is the Ice Maker included in 6419 and the Additional Resource Request. • 41ELC1 – Can the amount in 1340 be paid out of equity. • 42GAM2 – Closer review of Student Travel and Instructional Supplies. <p>Corey</p> <ul style="list-style-type: none"> • 411PU1- Review both accounts budgeted @ \$120,000. • 41EHP1 – Confirm annual travel, ongoing and small group travel. Confirm Student Development funding or responsibility of Foundation/Club if not funded by Student Development for GU001. • 41ELI1 – How were adjunct librarians paid in 15-16? There were zero expenses. • 41EVP1 – Review course offerings against budget request/expenses. <p>Lisa</p> <ul style="list-style-type: none"> • 418KV1 - Confirm KRV banners requested are not duplicated in Natalie’s PIO budget or resource requests. • Should 41EHP1 under 1419 CHONORS be supported by GU001? • 41ELI1 - Confirm with Julie Cornett the increases over the past several years for magazines/periodical. • Start conversation with Corey Marvin and John Daly to discuss split of Instructional Equipment/Scheduled Maintenance for next year based on anticipated reduction.
8. BAM Evaluation Committee Recommendation		Moved to future agenda.
<p>9. Future Agenda Items</p> <p>a. Resources Analysis Discussion (Mike Campbell & John Daly)</p>	Lisa Couch	John Daly and Mike Campbell will join the committee on April 4 th to provide detailed information on their budget requests and the additional resource request.
10. Review of Action Items	Lisa Couch	See Additional Information Needs. There were no other action items identified.
11. Future Meeting Dates		<p>The committee discussed adding April 18th and April 25th as possible meeting dates.</p> <p>Scheduled Dates: April 4, and April 11</p>
12. Adjourned		11:00 a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler