



Budget Development Committee Meeting Minutes

April 11, 2017

EW 207

9:00a.m. – 11:00a.m.

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

Absent: Heather Ostash, 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 Action Items and Meeting Minutes 4/4/17	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> <ul style="list-style-type: none"> • Follow-up to be completed after 17/18 budget development. <i>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i> <ul style="list-style-type: none"> • There will be a group discussion in the future regarding costs related to prison instruction.
4. Updates: a. Updated Revenue/Expense Estimate b. 2017- 2018 Budget Committee Recommended Adjustments. <ul style="list-style-type: none"> • 4/4/2107 Committee • Other Adjustments c. Update on Instructional Equipment Funding d. Responses to previous questions	Lisa Couch/Committee	The following documents were provided and reviewed by the committee. <ul style="list-style-type: none"> a. Lisa reviewed the updated GU001 Estimates as of 4/11/17 based on our previous conversation and recommended adjustments. b. Lisa provided a summary of changes that were identified during our last meeting. Lisa had further discussion with budget managers on areas in questions. Lisa provided a summary of the changes that took place outside of the committee. She reviewed those changes in detail with the committee. c. Lisa provided a summary of the updated Instructional Equipment funding based on the changes we have discussed. The Library books per our previous discussion will be reduced to \$10,000. d. Lisa discussed the 409PIO budget with Natalie Dorrell. Natalie identified the following areas for reduction: <ul style="list-style-type: none"> • 4313 – Reduce from \$4,000 to \$2,300. • 5861 - Remove all sites except Ridgecrest (\$2,250 total). Sites included in CI. • 5860 – Increase of \$2,000 for Tehachapi and decreases in other areas including 418SK1 (-\$1,950) and additional resource requests (-\$1,200, -\$850, -\$300, - \$1,800). Natalie believes a \$6,000 budget for Tehachapi will be sufficient.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
5. Identify Additional Information Needs	Lisa Couch	<p>The committee reviewed current budget request against historical data and YTD spending. The committee agreed to the following reductions based on our review:</p> <ul style="list-style-type: none"> • 415BI1- 5230 reduce to \$500. Recommend other funding sources such as SSSP/Equity/CTE. • 415ML1-5230 reduce to \$500. Recommend other funding sources such as SSSP/Equity/CTE. • 430UT1 – 5520 – CI reduce to \$10,000. One time decrease due to main building construction. • 430UT1 – 5520 – CB reduce to \$15,000. • 430UT1 – 5520 – CM reduce to \$20,000. • 430UT1- 5581 – CI reduce additional \$15,000 if YTD shows decrease. <p>The committee discussed the current budget situation and would like the budget managers to review their budget requests. The committee would like them to review supplies vs course offerings, necessary travel, food for meetings and temporary labor. The committee also discussed requesting them to review their replacement plan and postpone any requests that are not necessary at this time, although this only delays the expense.</p> <p>Action:</p> <ul style="list-style-type: none"> • <i>Lisa will email budget managers and ask them to review their budget requests for additional reductions. There were some specific areas where YTD information would be provided.</i> • <i>Lisa will review YTD for all utilities.</i> • <i>Lisa will meet with Corey to review and discuss the adjunct and overload budget.</i> • <i>Lisa will provide committee updated YTD expense report.</i> <p>Action: Follow-up information needed from Corey Marvin:</p> <ul style="list-style-type: none"> • <i>41IPU1 – Review both accounts budgeted @ \$120,000 with course offerings.</i> • <i>41EVPI – Course offerings compared to budget request.</i> • <i>41EHPI – Confirm most appropriate funding source.</i> • <i>41ELI1 – Confirm how we have historically paid adjunct Librarians.</i> <p>Action: Follow- up information needed from Heather Ostash:</p> <ul style="list-style-type: none"> • <i>Review athletics budgets in general.</i>
6. BAM Evaluation Committee Recommendations		Table until next meeting.
7. Future Agenda Items		
8. Review of Action Items		
9. Future Meeting Dates	Committee	The committee agreed to schedule a final meeting on April 25 th prior to submitting the budget to College Council on April 27, 2017. April 18, 2017
10. Adjourned		11:00a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler