



Budget Development Committee Meeting Minutes

April 18, 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 4/11/17	Lisa Couch	Minutes approved with no changes. See #5 - Responses to Committee Request for Action items. <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 – 18 Budget Committee Recommended Adjustments c. 16-17 Account Balance Report	Lisa Couch/Committee	The following documents were provided and reviewed by the committee. a. Lisa reviewed the updated GU001 Estimates as of 4/18/17 based on our previous conversation and recommended adjustments we have reduced expenses by approximately \$60,000. b. Lisa provided a list of the recommended adjustments from our last meeting. c. Lisa provided 16/17 YTD budget expense report as of 4/16/17 for all areas.
5. Responses to Committee Requests	Lisa Couch	Lisa reviewed the email responses she received from the budget managers with the committee. The information provided from the budget areas was reviewed along with historical data and YTD expenses. The committee recommends the following budget adjustments: 410VI0 – VP Academic Affairs (reviewed by Corey) <ul style="list-style-type: none"> • 5220 – reduce \$2000 411AH1 – Allied Health (reviewed by Michael Metcalf) <ul style="list-style-type: none"> • 2495 – reduce \$3,150 • 5810 – Reduce \$1975 based on historical/YTD budget information.

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		<ul style="list-style-type: none"> • 5813 – Not a physical exam, required testing for nursing during application phase. <p><i>Action: Lisa will confirm the annual NLN testing requirements for nursing.</i></p> <p>411IL1 – Industrial Arts – No additional reductions. 415BI1 – Bishop (reviewed by Deanna Campbell)</p> <ul style="list-style-type: none"> • 5220 – Reduce \$250 <p>415ML1 – Mammoth (reviewed by Deanna Campbell)</p> <ul style="list-style-type: none"> • 5220 – Reduce \$250 <p>41CDL1 – Distance Learning (reviewed by Rebecca Pang)</p> <ul style="list-style-type: none"> • 1419 – Training for online teaching and content change due to Canvas. • 5220 – Reduce \$1,500. • 5860 – Reduce \$2,500, committee recommends SSSP/Equity for targeted group. <p><i>Action: Lisa will confirm funding with Blaine or Heather.</i></p> <p>41ELC1 – Learning Center (reviewed by Tyson Huffman)</p> <ul style="list-style-type: none"> • 4313 – General supplies and web cams for online tutoring. • 1340 – Basic skills and equity portion moved. • 5650 – Reduce \$2,040, adjustment will be made for vendor price increase if necessary. <p>41ELI1 – Library (reviewed by Julie Cornett)</p> <ul style="list-style-type: none"> • 4313 – Significant increase due to security strips purchase every 10 years. • 5650 – Reduce \$1,850, adjustment will be made for vendor price increase if necessary. • 6419FA – Reduce \$400, based on need and conversation at KRV. • 6311 – Reduce \$2,000 based on historical/YTD budget information. Adjustment will be made for vendor price increase if necessary. • 1419 – Corey Marvin confirmed budget is for Embedded Librarian program that will require extended hours and expansion into Tehachapi. <p>41ESC1 – Science – No additional reductions. 41EVP1 – Visual & Performing Arts – No additional reductions. Looking to expand into Tehachapi. 42GAT0 – No additional adjustments. 42GAW1 – Softball, no adjustments. May have Permanent labor off set related to coaching.</p> <ul style="list-style-type: none"> • 1340 - \$4,685 – Add Head Coach stipend. <p>42GAW3 – Soccer, no adjustments. 42GAW4 - Women’s Volleyball (reviewed by Heather Ostash)</p> <ul style="list-style-type: none"> • 5220 – Reduce \$1,000 <p>No adjustments were made to men’s sports at this time. 430PS1 – Print shop, no adjustments. 430RE1 – Reception Desk (reviewed by Lisa Couch)</p> <ul style="list-style-type: none"> • 5608 – Reduce \$200. • 5820 - Reduce \$1,000. <p>430UT1 – Some adjustments were made during our last meeting upon reviewing YTD. Further reductions after review by Lisa Couch.</p> <ul style="list-style-type: none"> • 5520 – Reduce additional \$3,000 for natural gas at Bishop.

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		<ul style="list-style-type: none"> • 5520 – Reduce additional \$4,000 for natural gas at Ridgecrest. This is on one-time reduction due to main building modernization. (\$6,000 total) • 5520 – Reduce additional \$5,000 for natural gas at Mammoth. • 5530 – Reduce additional \$1,000 for electricity at KRV. • 5540 – Reduce additional \$20,000 for water IWV. <p>418SK1/418KV1 – East Kern/KRV (reviewed by Lisa Stephens)</p> <ul style="list-style-type: none"> • 4313 – Reduce \$450 – CS • 4313 – Reduce \$450 – CK • 5220 – Reduce \$500 - CS • 5220 – Reduce \$500 – CK • 5230 – Reduce \$100 – CS • 5230 – Reduce \$100 - CT • 5300 – Reduce \$305 - CT • 4313 – Signage needed at Tehachapi no reduction. <p><i>Action: Lisa will confirm possible SSSP/CTE/Equity funding for signage.</i></p> <p>411PU1 - Public Service</p> <ul style="list-style-type: none"> • 2412 – Corey confirmed the \$120,000 requested is needed. <p>41EHP1</p> <ul style="list-style-type: none"> • 5220 - Honors travel, ongoing conversation regarding funding. <p>Corey confirmed similar course offerings for adjunct and overload for summer.</p> <p>Lisa will continue to follow up with those that have not replied to our request for additional information.</p> <p>The committee continued review of the individual budget requests against actual year to date expenses and would like additional information in the following areas:</p> <p>400PR0- Confirm travel request. 418SK1 – Confirm historical funding on Tehachapi rental agreement. 42GAM2 - 1340 -Confirm basketball assistance coach budget. 424FA1 – 2392 - Confirm work study budget. 42FCG1- 1419 – Confirm general fund adjunct counselor budget. 42FTC1 – Transfer Center, confirm budget request. 437MOC & 430MOS and others underspent areas – Confirm spending and budget request.</p> <p><i>Action: Lisa will confirm funding requests. .</i></p>
6. BAM Evaluation Committee Recommendations	Lisa Couch	Lisa discussed Chancellor Burke’s responses and action plan regarding the BAM Model Evaluation III recommendations and feedback. These documents were provided to the committee on March 28 th .

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7. Future Agenda Items		Lisa will continue to follow up on the outstanding budget questions. We should have the final responses to our budget questions by our next meeting. Based on that we will arrive at our recommendation. No additional information is needed.
8. Future Meeting Dates	Committee	Next meeting scheduled for April 27, 2017.
9. Adjourned		11:00a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler Approved 5/2/17