



Budget Development Committee Meeting Minutes

April 25, 2017

LRC 733

9:00a.m. – 10:00a.m.

Present: Lisa Couch, Katie Coffman, Frank Timpone, Debbie Gregory, Matt Crow,

Absent: Katie Coffman, Corey Marvin, Heather Ostash, Kristie Nichols, Matt Jones, Crystal Leffler

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 (4/18/17)	Lisa Couch	Minutes will be provided at future meeting.
4. Updates: a. Updated Revenue/Expense (NOTE: Tentative Allocation Received from DO) b. 2017- 2018 Budget Committee Recommended Adjustments	Lisa Couch/Committee	a. Lisa reviewed the GU001 Estimates as of 4/25/17 and the changes that took place based on our conversation during our last meeting. The most significant change is the district provided a tentative allocation that is approximately \$700,000 more than the estimate the committee had been working on. The additional revenue is based on an additional 0.37% base increase and an increase in our FTES (from 2830.33 to 2953.08). There was discussion that this change is the result of maximizing FTES funding by using Summer 2015, Fall 2015, Spring 2016, and a portion of Summer 2016 in the 2015-16 final FTES reporting. b. Lisa provided a summary of changes that were identified during our last meeting.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
5. Responses to Committee Requests	Lisa Couch	<p>Lisa Reviewed the responses she received for additional information. These included:</p> <ul style="list-style-type: none"> • 400SD1 (Staff Development) – Removal of academic stipend since this is being addressed with other funding sources. • 400PR0 (President) – The President is reviewing her budget request, specifically the travel budget. There was an increase of \$9,700 in 2015-16 in anticipation of the travel provided for individuals selected for the college’s Excellence in Education award. • 411AH1 (Allied Health) – Matt Wanta explained that the testing is part of their application process that was previously funded by grants. This tests students on Reading Comprehension, Word Knowledge, Mathematics, and Science. It allows them to determine the likeliness of the student being successful in the program and helps in identifying areas where faculty may need to focus additional instruction. • 41EHP1 (Honors) – The College Foundation has committed to funding the PTK travel. The college’s general fund should continue to fund the travel for the Honors Transfer Conference in Irvine. Based on historical expenses, this travel is being added back into the budget request for \$1500 in student travel and \$300 in employee travel. • 41EPH1 (Physical Education) – They did not spend their instructional supply money in the previous year due to missing the expenditure deadlines. They do anticipate needing the maintenance/repair budget to continue maintenance on equipment that is not being replaced. • 42FCG1 (Counseling) and 42FTC1 (Transfer Center) – Christine indicated that, of any of the expenditures that could be moved to other funding sources, a portion of the Transfer Center travel (\$1,540) could be moved. All other requested budgets were necessary. • 42GAM2 (Men’s Basketball) – In response to whether they needed to include a budget for an assistant coach since one had not been used this year, they responded that HR is working on the payment to the current year assistant coach. • 418SK1 (East Kern) – Lisa recommended a decrease in their facilities rental budget, which is based on the portion of students who are local students. This was reduced with the acknowledgement that it may have to be increased again, depending on the situation. (As we have discussed with several other reductions.) • 430MOS (Safety) – Lisa recommended a \$2000 decrease in the security budget for IWV. <p>It was noted that there were still a few outstanding responses that Lisa would continue to follow-up on.</p>
6. Future Agenda Items		<ul style="list-style-type: none"> • Debrief • College Council Update • Current Year FTES Update
7. Review of Action Items		<ul style="list-style-type: none"> • <i>Minutes from April 18, 2017 will be provided at a future meeting</i> • <i>Lisa will continue to follow-up on outstanding responses to committee questions.</i>
10. Future Meeting Dates	Committee	<p>April 27, 2017 (presentation to College Council) May 2, 2017</p>
11. Adjourned		10:00a.m.

Chair: Lisa Couch, VP of Finance & Administrative Services

Recorder Approved 5/2/2017