

COLLEGE OF THE SISKIYOU
BUDGET COMMITTEE MEETING

November 17, 2016
3:30 - 4:30 p.m.

MINUTES

BC Members
Kevin Broussard
Jesse Cecil
Debbie Dutcher
Nancy Funk
Kent Gross
Eric Houck
Dennis Roberts
Cheryl Rosen
Bart Scott
Connie Warren

Present: Jesse Cecil, Connie Warren, Dennis Roberts, Nancy Funk, Cheryl Rosen, Bart Scott, Kent Gross, Eric Houck

The meeting was called to order at 3:34 p.m.

1. Review of Minutes

MSP (Roberts/Rosen, unanimous) to approve the minutes of October 20, 2016 as presented.

2. Updated Travel Administrative Procedure

AP 7400 went to the Board November 1. The meal allowances were increased to \$14, \$15 and \$28 effective November 1. Please let people traveling know about the increase. The Business Office will also be checking travel requests and making changes if per diems were incorrectly listed on any travel in November.

3. Ramifications of Adjustments to Athletic Travel Meal Allowances

Dennis Roberts was asked to calculate cost increases to the program if athlete meal allowances were increased to \$8, \$10 and \$12 per day from the current amount of \$5, \$5, and \$10. Dennis estimated that it would increase the travel costs approximately \$25,000 per year to increase the meal allowance. This would be about \$2,100 per sport. The committee agreed that the current amount of \$20 per day per athlete is very low and should be increased if possible. Nancy will take the proposal to Cabinet on Monday.

4. Cost of Class B Licensing for Van Drivers

Based on information from CHP, we changed our District vehicle driver policy so that a Class B license was not required to drive the 15-passenger vans. Since that time, CHP has changed their requirement again, so we have to update the policy and ensure that any drivers of 15-passenger vans have the Class B licensing and passenger endorsement. We are struggling to have drivers qualified to drive. Some coaches have their Class B, but we do not want coaches driving before and after events. It costs approximately \$273 to license a driver (including DOT physical). Nancy discussed putting out an ad in the community to see if there are people available to create a pool of drivers. Dennis will work on the ad. After this process, we can look at determining if we might need to offer training to license other drivers. There was also discussion of how drivers are paid on trips.

5. Budget to Actuals

The document was provided for review.

6. Other

- The Budget Development Timeline was discussed. It was suggested that date range additions would make it more specific.
- Nancy distributed the latest documents on updates from School Services of California.

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Lori Luddon