



Budget Development Committee Meeting Minutes

March 7, 2018

EW 207

2:00 p.m. – 4:00 p.m.

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

Absent: Corey Marvin, Heather Ostash, Susanna Ramirez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	2:00p.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Action Items and Meeting Minutes from 2-28-18	Lisa Couch	<p>Review of Action Items. Minutes approved with no changes.</p> <p>Action: Lisa will keep the committee up to date on the Governors new budget proposal. – Nothing new to report.</p> <p>Action: Lisa will post information to group and documents used by DWBC subgroup. – Lisa will post to group.</p> <p>Action: Corey will confirm if Faculty Chairs and Deans have reviewed the Rubric – Matt Crow indicated the Rubric has not been presented to Faculty Chairs. Follow-up with Corey to add as agenda item for feedback.</p> <p>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</p> <ul style="list-style-type: none"> • There will be a group discussion in the future regarding costs related to prison instruction.
4. Participatory Governance	Lisa Couch/Committee	<p>Lisa provided a copy of the revised Appendix C for the Budget Committee to review. Based on our conversation Lisa updated the Composition and added language to the Evaluation and Assessment on our Internal evaluation process.</p> <p>Action: Lisa will forward the updated PG Appendix C to Jill Board.</p>
5. Distribution of Materials <ul style="list-style-type: none"> • Resource Request Rubric • GU001 Account Balances as of 2/28/18 • Summary of Request (2 versions) • 2017-18 vs 2018-19 Initial Request 	Lisa Couch/Committee	<ul style="list-style-type: none"> • Lisa provided the committee with a copy of the Resource Request Rubric. • Lisa provided the Account Balance Report as of 2/28/18. The report excludes permanent labor and benefits. • Lisa provided the committee with two different versions of the 18-19 Budget Request Summary and historical data for review. • Lisa provided the Initial Budget Requests for 17-18 and 18-19 for the committee to review and compare. The annual budget comparison shows Permanent labor is a significant piece of the budget.
6. Updated 2018-19 GU001 Revenue/Expense Estimates.	Lisa Couch	Lisa reviewed the updated 18-19 GU001 Estimates as of 3/7/2018. There were two updates: one to the reserve and one to reflect the addition of Temporary Labor Benefits.

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<p>7. Resource Request Presentations/ Budget Request Review</p> <p>a. Marketing</p>	<p>Committee/Natalie Dorrell</p>	<p>Natalie Dorrell joined the committee to discuss the Marketing Resource Requests.</p> <p>a. Natalie reviewed the 18-19 PIO/Marketing Resource Plan with the committee. Natalie clarified the following increases and decreases in her request:</p> <ul style="list-style-type: none"> • 4313 – Decrease \$500 for each site. New cameras were located for all sites. • 6412- 17MCP – Increase to \$5,000 for (2) High Resolution Monitors. Previous allocation not enough to purchase three monitors with reduction to 17-18 budget. • 6419 –17MCP – Funds allocated for Digital Signage were used to purchase Library TV. Funding requested for Tehachapi and KRV signage. <p>Based on the committees conversation with Natalie and the review of the Distance Ed and East Kern marketing requests. The committee would like to confirm with each area what they have included in the request.</p> <p>There was discussion regarding where the budget for the items included in the resource requests are. Some are included in the requestor’s budget worksheet; others may be included in the area where the resource is generated and if in neither of these, in the additional budget request worksheet. This should be discussed further in the debrief.</p> <p><i>Action: Lisa will confirm with Rebecca Pang that the \$2,500 request is to advertise in Military Magazines.</i></p> <p><i>Action: Lisa will confirm with Lisa Stephens that the \$2,000 request for advertising and the \$1,000 for GTCC Bronze membership is the same that was identified in the Marketing Resource Requests.</i></p> <p><i>Action: Lisa will follow up with Mike Campbell to discuss digital signage.</i></p> <p><i>Action: Streamline Resource Request to be added to future agenda.</i></p>
<p>8. Budget Request Review</p>	<p>Lisa Couch/Committee</p>	<p>The Committee tried applying the Rubric while reviewing the Unit Plan for the 400PRO budget. The committee was unclear on how to apply the Rubric as we reviewed the budget requests.</p> <p><i>Action: Application of Rubric to be added to next agenda.</i></p>
<p>9. Identify Additional Information Needs</p>	<p>Lisa Couch/Committee</p>	<p>No additional items identified.</p>
<p>10. Future Agenda Items</p> <ul style="list-style-type: none"> • Information Technology Resource Request /Budget Request Review (March 14) • Maintenance & Operations Resource Request Presentation/Budget Request Review (March 14) • Professional Development Resource Request Presentation (March 14) 	<p>Lisa Couch/ Committee</p>	<p>The committee has scheduled John Daly and Mike Campbell to join us on March 14th to discuss the Resource Requests.</p> <p>3:00pm – John Daly 3:35pm – Michael Campbell</p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
11. Review of Action Items	Lisa Couch	<ol style="list-style-type: none"> 1. Lisa will post information to group and documents used by DWBC subgroup. 2. Lisa will forward the updated PG Appendix C to Jill Board. 3. Application of Rubric to be added to next agenda. 4. Lisa will confirm with Rebecca Pang that the \$2,500 request is to advertise in Military Magazines. 5. Lisa will confirm with Lisa Stephens that the \$2,000 request for advertising and the \$1,000 for GTCC Bronze membership is the same that was identified in the Marketing Resource Requests. 6. Lisa will follow up with Mike Campbell to discuss digital signage. 7. Streamline Resource Request to be added to future agenda.
12. Future Meeting Dates/Times March 14, 2018 2:30pm – 4:00pm March 21, 2018 2:00pm – 4:00pm April 4, 2018 2:30pm – 4:00pm	Lisa Couch	
13. Adjourned		4:00 p.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler



Budget Development Committee Meeting Minutes

March 14, 2018

EW 207

2:30 p.m. – 4:00 p.m.

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

Absent: Heather Ostash, Susanna Ramirez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	2:30p.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Action Items and Meeting Minutes from 3/7/18	Lisa Couch	<p>Review of Action Items. Minutes approved with no changes.</p> <p>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</p> <ul style="list-style-type: none"> • There will be a group discussion in the future regarding costs related to prison instruction.
4. Updates a) 2018- 19 Revenue/Expense Update b) 2018 -19 Budget Committee Recommendation c) Responses to Information Requests	Lisa Couch	<p>a) Lisa provided a copy of the GU001 Revenue and Expense Estimates as of 3/14/18 for the committee to review.</p> <p>b) Lisa provided a summary of the recommended adjustments from our last meeting with a total reduction of \$600.</p> <p>c) Lisa reviewed the responses she received via email on the following action items:</p> <ol style="list-style-type: none"> 1. Rebecca Pang confirmed the \$2,500 request in her budget was for Military Magazines and supported by other funding sources not GU001. 2. Michael Campbell reported the Digital Signage request of \$2,100 in Natalie’s PIO budget can be removed. He has included this in his Resource Plan. 3. Natalie Dorrell confirmed we can completely remove the request for monitors \$3,600. The request was previously adjusted per 3/7/18 budget discussion. 4. Lisa Stephens confirmed the \$2,000 was duplicated in her Budget Request and in the Additional Resource request. Lisa Couch still needs to clarify if the Bronze Membership is a duplicate. <p>Action: Lisa will follow up with Lisa Stephens on the \$1,000 Bronze Membership for GTCC.</p>
5. Application of Rubric	Lisa Couch/Committee	<p>Lisa asked Corey Marvin to review the Unit Plan template for those committee members that are unfamiliar with the form. Corey outlined the four stages in the Unit Plan that address the mission, gaps and analysis, planning and effect on resources. Corey explained the Rubric was introduced 2 or 3 years ago as tool to assist in the prioritization of budget requests. The budget worksheets are now included in the Unit Planning process and notes can be made. Corey stated conversation is important and necessary. He would like Faculty Chairs to use the Rubric as a tool to prioritize budget requests.</p>

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<p>6. Resource Request Presentations / Budget Request Review</p> <p>a) Maintenance & Operations (3:00pm)</p> <p>b) Information Technology (3:35pm)</p> <p>c) Professional Development</p>	<p>John Daly Michael Campbell Corey Marvin</p>	<p>a) John Daly joined the committee to discuss the Additional Resource Request and the M&O operating budget. The committee was provided a copy of the Facilities Resource Plan for review. John provided the following budget information:</p> <ul style="list-style-type: none"> • \$10,000 – Separation for math/writing labs – John Daly will follow up with Tyson. He may be able to use existing supplies for in house repairs at approximately \$200. <p>Action: Lisa will follow up with John Daly on his conversation with Tyson.</p> <ul style="list-style-type: none"> • \$18,000 – Remove rolling gates at Bishop between LRC/Community Room – Not supported. • \$25,000 – Tri King mower – Ours is aging. • \$ 6,000 - Blades for mower – Can only be sharpened so many times. • \$25,000 – Auto/Equipment shop insulation – Nice to have. • \$ 4,000 – Classroom LECTERNS for all classrooms – Supported. • \$10,000 – Bishop Storage shed – Nice to have. • \$ 4,000 – Bishop, create student lounge. – Supported, in house project. <p>Action: Lisa will check with Heather to see if Student Development funds can cover project.</p> <ul style="list-style-type: none"> • \$50,000 – Replace blinds at Mammoth – Estimate may be too low. • \$200,000 – Replace skylight windows over Art and Welding labs – The glass is broken and we will need to address soon to protect the integrity of the roof. • MOD – 5220DT-CB – (- \$2,700) Correct error. • MOD – 5686 – All sites – HVAC maintenance agreements. • MOC – 4315 –CM – (-\$1,800) Correct error. • MOM – 5683 – CM – \$140,000 Carpet at Mammoth, supported. • MOM- 6120 – CI - \$3,000 Bike and smoking areas, supported. Look at Scheduled Maintenance Funds. • MOV- 6413FA- CI – Full size truck for hauling equipment and deliveries, supported. <p>b) Michael Campbell joined the committee to discuss the Additional Resource Requests and the IT operating budget. The committee was provided a copy of the IT Annual Resource Plan along with a summary of equipment, costs for FY18-19 and a 7-year Fiscal Cost for review. Mike discussed the following items in the Additional Resource Requests:</p> <ul style="list-style-type: none"> • \$200 - Webcam for EK – Interactive • \$2,700 – IT Proctoring Stations LAC – New computers will need to be purchased. • \$1,300 – Printer for Tehachapi – High Capacity for in house printing. • \$450- iPad for Athletics – Apps are used that support athletics. <p>Action: Lisa will follow-up with John McHenry to see if additional iPad is needed.</p> <ul style="list-style-type: none"> • \$8,160 - Digital Signage Software project was a pilot project that has taken off. They would like to expand and add features. All sites are included. • \$42,355 – Expenses related to the move back in the main building so there is no hold up. • Mike reviewed the change to a 7-year replacement plan. For 18-19, \$90,830 can be funded from Instructional Equipment. • IOS upgrades – Security risk, need to run iPads.

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		<ul style="list-style-type: none"> • His request also has \$56,000 for equipment that can be funded from Instructional Equipment, for Smart Classroom and iTV. This should be the last iTV upgrade. ITV classrooms will be phased out eventually with Zoom rooms in the future that will support dual cameras and auto start. c) Corey Marvin updated the committee on the Additional Resource Requests for Professional Development. Alternate funding can cover most of the requests. Corey requested funding for Accessibility Training. • \$2,500 – Train the Trainer Accessibility Awareness with WORD/PDF – No other funding available. • \$2,500 – Train the Trainer with Canvas & online tools – No other funding available.
7. Budget Request Review	Committee	No action taken.
8. Identify Additional Information Needs	Lisa Couch/Committee	No additional items identified.
9. Future Agenda Items a) Streamline Resource Request Process (discussion on 3/7/18)	Lisa Couch/Committee	No additional items identified.
10. Review of Action Items	Lisa Couch	<ol style="list-style-type: none"> 1. Lisa will follow up with Lisa Stephens on the \$1,000 Bronze Membership for GTCC. 2. Lisa will follow up with John Daly's on his conversation with Tyson 3. Lisa will check with Heather to see if Student Development funds can cover project 4. Lisa will follow-up with John McHenry to see if additional iPad is needed.
11. Future Meeting Dates/Times March 21, 2018 2:00pm – 4:00pm April 4, 2018 2:30pm – 4:00pm	Lisa Couch	<p>March 21, 2018 2:00pm – 4:00pm</p> <p>April 4, 2018 2:30pm – 4:00pm</p>
12. Adjourned		4:00 p.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler