



**Budget Development Committee**  
**Agenda**  
**March 14, 2017**  
**Administrative Conference Room, EW207**  
**9:00 a.m.**

Start Time:

Adjournment:

Topic	Facilitator	Action	Materials
<b>1. Call to order</b>	Lisa Couch		
<b>2. Review of Agenda</b>	Lisa Couch	Discussion	X
<b>3. Review of Meeting Minutes (11/29/2016)</b>	Lisa Couch	Discussion	X
<b>4. Distribution of Binder &amp; Review of Materials</b> <ul style="list-style-type: none"> <li>• 2017-18 Budget Requests (from Unit, Section, Division plans)</li> <li>• 2017-18 Resource Requests (from Resource Analysis)</li> <li>• 2016-17 Budget Status</li> </ul>	Lisa Couch	Discussion	X
<b>5. 2017-18 GU001 Estimate &amp; Target</b>	Lisa Couch	Discussion	X
<b>6. Identify Additional Information Needs</b> <ul style="list-style-type: none"> <li>• Resource Analysis presentations</li> <li>• Chair / Unit Visits</li> <li>• Additional budget information</li> </ul>	Corey Marvin	Discussion	
<b>7. Future Agenda Items</b>	Lisa Couch	Discussion	
<b>8. Future Meeting Dates</b>	Lisa Couch	Discussion	
<b>9. Review of Action Items</b>			
<b>10. Adjournment</b>			

*\*Please bring your copies*

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler



Budget Development Committee Meeting Minutes  
 March 14, 2017  
 EW 207  
 9:00a.m. – 11:00a.m.

Present: Lisa Couch, Corey Marvin, Heather Ostash, Frank Timpone, Debbie Gregory, Matt Crow, Matt Jones, Kristie Chavez, Crystal Leffler  
Absent: Katie Coffman

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	9:10 a.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Meeting Minutes 11/29/16	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>
4. Distribution of Binder & Review of Materials <ul style="list-style-type: none"> <li>• 2017-18 Budget Requests</li> <li>• 2017-18 Resource Requests</li> <li>• 2016-17 Budget Status</li> </ul>	Lisa Couch	Lisa reviewed the information provided in the budget binders. The request worksheet was updated and now includes two columns to help identify funding supported by GU001 or Other funding. The additional Resource Requests for M&O, IT and PIO includes requests from the resource plans that were not included in other areas. The current year to date account balances were provided as of the end of February 2017 with the exclusion of permanent labor and all benefits.
5. 2017-18 GU001 Estimates & Target	Lisa Couch	Lisa provided the GU001 estimates as of 2/27/17. The estimated revenue is based on the 16/17 adopted budget allocation less the anticipated district charge backs. Also included is the 1.48% COLA referenced in the Governors January budget. This is a rough estimate and these numbers are subject to change. The committee has been asked to identify reductions that would leave the college balanced on one million of reserve.  <i>Action: Lisa will provide an estimated amount of what we identified as reductions to last year’s budget.</i>
6. Identify Additional Information Needs <ul style="list-style-type: none"> <li>• Resource Analysis presentation</li> <li>• Chair/ Unit Visits</li> <li>• Additional budget information</li> </ul>	Lisa Couch	The committee reviewed the additional resource requests in detail. A summary of the reductions identified will be provided at the next meeting. M&O & IT - The committee agreed more information was necessary in these two areas. The committee will invite John Daly and Mike Campbell in to provide further details to help prioritize the requests. <i>Action: Lisa will invite John and Mike to meet with the committee.</i> <i>Action: Lisa will provide a summary worksheet of all budget requests and historical data.</i> <i>Action: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i> <i>Action: Heather will confirm compliance for retrofit soccer goal with removable top bar \$4,000.</i> <i>Action: Corey will confirm \$3,400 request for LAC computers proctoring/headphones with Tyson Huffman.</i>
7. Future Meeting Dates		March 28, April 4, and April 11
8. Adjourned		11:00 a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler Approved 3/28/17



**Budget Development Committee**  
**Agenda**  
**March 28, 2017**  
**Administrative Conference Room, EW207**  
**9:00 a.m.**

**Start Time:**

**Adjournment:**

Topic	Facilitator	Action	Materials
<b>1. Call to order</b>	Lisa Couch		
<b>2. Review of Agenda</b>	Lisa Couch		X
<b>3. Review of Meeting Minutes (03/14/2017)</b>	Lisa Couch		X
<b>4. 2016-17 Committee Recommendation Summary Total</b>	Lisa Couch		X
<b>5. Documents for Review:</b> a. Updated Revenue / Expense Estimate b. 2017-18 Budget Committee Recommended Adjustments c. Instructional Equipment /Scheduled Maintenance Funding Summary d. 2017-18 Instructional Equipment Initially Identified e. 2017-18 Organization Code Budget Request Summary	Lisa Couch		X X X X X
<b>6. Request Review</b>	Committee		
<b>7. Identify Additional Information Needs</b> a. Chair / Unit / Section Visits b. Additional budget information	Lisa Couch		
<b>8. BAM Evaluation Committee Recommendations</b>	Lisa Couch		X
<b>9. Future Agenda Items</b> a. Resource Analysis Discussion (Mike Campbell & John Daly)	Lisa Couch		
<b>10. Review of Action Items</b>	Lisa Couch		
<b>11. Future Meeting Dates</b> April 4, 2017 April 11, 2017	Lisa Couch		
<b>12. Adjournment</b>			

Meeting Chair: Lisa Couch      Recorder: Crystal Leffler



Budget Development Committee Meeting Minutes

March 28, 2017

EW 207

9:00a.m. – 11:00a.m.

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

Absent: 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 Meeting Minutes 3/14/2017	Lisa Couch	<p>Minutes approved with no changes.</p> <p><i>Action pending 11/29/16: Lisa will talk with others regarding the “self-evaluation” of this committee.</i></p> <p><i>Action pending 3/14/17: Heather will confirm compliance for retrofit soccer goal with removable top bar \$4,000.</i></p> <p><i>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i></p> <p><i>Action pending 3/14/17: Corey will confirm \$3,400 request for LAC computers proctoring/headphones with Tyson Huffman.</i></p>
4. 2016 -2017 Committee Recommendation Summary Total	Lisa Couch	Lisa provided a summary total based on historical data of how much this committee identified as reductions or other funding sources. The committee identified approximately \$932,820 in budget request reductions for 2016-2017.
5. Documents for Review <ul style="list-style-type: none"> <li>a. Updated Revenue/Expenses Estimate</li> <li>b. 2017-18 Budget Committee Recommended Adjustments</li> <li>c. Instructional Equipment/Scheduled Maintenance Funding Summary</li> <li>d. 2017-18 Instructional Equipment Initially Identified</li> <li>e. 2017-18 Organization Code Budget Request Summary</li> </ul>	Lisa Couch	<ul style="list-style-type: none"> <li>a. Lisa reviewed the GU001 Estimates as of 3/28/17 based on progress we’ve made. There were no changes to the revenue. Permanent labor had an increase and the resource analysis requests was reduced by 685,500.</li> <li>b. Lisa provided a detailed list of recommend adjustments as of 3/14/17. Permanent labor increases are related to health premiums and the addition of extra chair days.</li> <li>c. Lisa provided historical data on Instructional Equipment and Scheduled Maintenance Funding. She discussed concerns that the January proposed budget for the state for 2017-18 is approximately \$140.3 million less than prior year. This is a significant reduction. If we receive a proportionate adjustment it may only be around \$100,000 to be split between instruction equipment and scheduled maintenance.</li> <li>d. Lisa provided a list of items that were identified through the division or section plans as possible funding through Instruction Equipment totaling \$195,000. We may need to consider not funding or funding out of GU001. Lisa will begin discussions on how we are going to split the \$100,000 with scheduled maintenance.</li> </ul>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<p>e. The committee reviewed the budget request summary worksheet. It also reflects two additional columns - one identifying Section/Division Plan Supported by GU001 and the other identifying Section/Division Plan Supported by Other funding. The total amount included in our estimates is the total Supported by GU001 not total Request. The worksheet has not been updated to include any identified reductions.</p>
6. Request Review	Committee	The committee reviewed the budget request in detail.
<p>7. Identify Additional Information Needs</p> <p>a. Chair/Unit/Section Visits</p> <p>b. Additional budget information</p>	Lisa Couch	<p>The committee identified the following areas are in need of further information.</p> <p>Heather</p> <ul style="list-style-type: none"> <li>• 42FCG1 and 424VA1 – can equity pay for out-of-state travel under new regulations.</li> <li>• 42GAT0 – Is the Ice Maker included in 6419 and the Additional Resource Request.</li> <li>• 41ELC1 – Can the amount in 1340 be paid out of equity.</li> <li>• 42GAM2 – Closer review of Student Travel and Instructional Supplies.</li> </ul> <p>Corey</p> <ul style="list-style-type: none"> <li>• 411PU1- Review both accounts budgeted @ \$120,000.</li> <li>• 41EHP1 – Confirm annual travel, ongoing and small group travel. Confirm Student Development funding or responsibility of Foundation/Club if not funded by Student Development for GU001.</li> <li>• 41ELI1 – How were adjunct librarians paid in 15-16? There were zero expenses.</li> <li>• 41EVP1 – Review course offerings against budget request/expenses.</li> </ul> <p>Lisa</p> <ul style="list-style-type: none"> <li>• 418KV1 - Confirm KRV banners requested are not duplicated in Natalie’s PIO budget or resource requests.</li> <li>• Should 41EHP1 under 1419 CHONORS be supported by GU001?</li> <li>• 41ELI1 - Confirm with Julie Cornett the increases over the past several years for magazines/periodical.</li> <li>• Start conversation with Corey Marvin and John Daly to discuss split of Instructional Equipment/Scheduled Maintenance for next year based on anticipated reduction.</li> </ul>
8. BAM Evaluation Committee Recommendation		Moved to future agenda.
<p>9. Future Agenda Items</p> <p>a. Resources Analysis Discussion (Mike Campbell &amp; John Daly)</p>	Lisa Couch	John Daly and Mike Campbell will join the committee on April 4 <sup>th</sup> to provide detailed information on their budget requests and the additional resource request.
10. Review of Action Items	Lisa Couch	See Additional Information Needs. There were no other action items identified.
11. Future Meeting Dates		<p>The committee discussed adding April 18<sup>th</sup> and April 25<sup>th</sup> as possible meeting dates.</p> <p>Scheduled Dates: April 4, and April 11</p>
12. Adjourned		11:00 a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler



**Budget Development Committee**

**Agenda**  
**April 4, 2017**  
**LRC 733**  
**9:00 a.m.**

**Start Time:**

**Adjournment:**

Topic	Facilitator	Action	Materials
<b>1. Call to order</b>	Lisa Couch		
<b>2. Review of Agenda</b>	Lisa Couch		X
<b>3. Review of Meeting Minutes &amp; Action Items (03/28/2017)</b>	Lisa Couch		X
<b>4. Updates:</b> a. Updated Revenue / Expense Estimate b. 2017-18 Budget Committee Recommended Adjustments c. Responses to previous questions o Soccer Goals o KRV Banners o Library Magazine/Periodical Increases	Lisa Couch		X X
<b>5. Presentations</b> a. John Daly (M&O Resource Requests & M&O Budget) b. Mike Campbell (IT Resource Requests & IT Budget)	John Daly / Mike Campbell		
<b>6. Identify Additional Information Needs</b>	Lisa Couch		
<b>7. BAM Evaluation Committee Recommendations</b>	Lisa Couch		X
<b>8. Future Agenda Items</b>	Lisa Couch		
<b>9. Review of Action Items</b>	Lisa Couch		
<b>10. Future Meeting Dates</b> April 11, 2017 April 18, 2017	Lisa Couch		
<b>12. Adjournment</b>			

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler



Budget Development Committee Meeting Minutes

April 4, 2017

LRC 733

9:00a.m. – 10:30a.m.

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

Absent: Katie Coffman

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 3/28/2017	Lisa Couch	<p>Minutes approved with no changes.</p> <p><i>Action pending 11/29/16: Lisa will talk with others regarding the “self-evaluation” of this committee.</i></p> <ul style="list-style-type: none"> <li>Follow-up to be completed after 17/18 budget development.</li> </ul> <p><i>Action pending 3/14/17: Heather will confirm compliance for retrofit soccer goal with removable top bar \$4,000.</i></p> <ul style="list-style-type: none"> <li>Heather confirmed we can reduce request to \$300 for retrofit soccer.</li> </ul> <p><i>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i></p> <ul style="list-style-type: none"> <li>There will be a group discussion in the future regarding costs related to prison instruction.</li> </ul> <p><i>Action pending 3/14/17: Corey will confirm \$3,400 request for LAC computers proctoring/headphones with Tyson Huffman.</i></p> <ul style="list-style-type: none"> <li>Corey confirmed the LAC no longer needs the \$3,400 requested for proctoring/headphones.</li> </ul>
4. Updates: a. Updated Revenue/Expense b. 2017- 2018 Budget Committee Recommended Adjustments c. Responses to previous questions o Soccer Goals o KRV Banners o Library Magazine/Periodical Increases	Lisa Couch/Committee	<p>a. Lisa reviewed the GU001 Estimates as of 4/4/17 and the changes that took place based on our conversation during our last meeting.</p> <ul style="list-style-type: none"> <li>Increase 400SF1 - \$2,000 for Faculty Senate to send additional person to Spring Plenary Session.</li> <li>Increase 411PU1 - \$100,000 for KCSD Rental associated with ISAs.</li> <li>Increase 41EHP1 - \$5,858.20, 1419 CHONOR stipend added back to correct error.</li> </ul> <p>b. Lisa provided an updated list of the recommended adjustments as of 3/28/17.</p> <p>c. Lisa discussed the responses she received regarding the following budget requests:</p> <ul style="list-style-type: none"> <li>The Soccer Goal request was discussed in further detail. The committee agreed to remove the \$300 for now since we may be able to fund in 16/17.</li> <li>The KRV Banners were discussed with Lisa Stephens. The \$800 requested is for High School Outreach banners and was not duplicated in Natalie’s budget. The committee suggested working</li> </ul>



TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<p>with Christine Small and Michael Kane on the content of the banners to justify paying out of SSSP or CTE. The committee recommended moving the \$800 out of GU001.</p> <ul style="list-style-type: none"> <li>• Lisa discussed the email she received from Julie Cornett regarding the library magazine and periodical request. Julie stated they have not increased offerings but they are seeing vendor price increases. The committee reviewed budget history and current year to date expenses. The committee agreed to reduce the \$14,000 requested to \$10,000.</li> </ul>
<p>5. Presentations</p> <ul style="list-style-type: none"> <li>○ John Daly</li> <li>○ Mike Campbell</li> </ul>	<p>Committee</p>	<p>John Daly joined the committee to discuss the Maintenance budgets and the Additional Resource requests.</p> <ul style="list-style-type: none"> <li>• MOB – 4315 includes funds to replace gym drinking fountains. Currently we only have one available and the parts to repair are obsolete. The \$3,500 requested in 4315 for Mammoth is for the exterior lighting controls to complete the Prop 39 exterior LED retrofit.</li> <li>5220 – Increase in travel to send Kevin Leffler to locksmith training. Travel was done this year, but would like to keep the requested amount for tools. There was discussion on savings from no longer paying an outside locksmith.</li> </ul> <p><i>Action: Lisa will review historical locksmith expenditures.</i></p> <ul style="list-style-type: none"> <li>• MOC – Requesting new carpet cleaner, current machine leaves lines and is not fixable. New scrubber for gym floor.</li> <li>• MOD – Increase for new chairs/tables for events. John stated we can remove the \$200 request for travel (5220) to Mammoth, which will be covered by the Mammoth Bond.</li> <li>• MOE – Events labor. The question was asked if Student Development can pay for labor at events. Heather stated Student Development may be able to fund if included in the planning process for those funds.</li> <li>• MOG – Remove \$2,000 from 4315-CM, valve boxes damaged but not priority. John said we can remove the Rainbird irrigation system software upgrade if we are not funding the Rainbird irrigation system training.</li> <li>• MOV - \$3,500 increase for annual tractor repairs. John discussed the usage and condition of our fleet vehicles with the committee. Although well maintained we are in need of a couple new vehicles, requesting \$30,000, which will hopefully be sufficient.</li> </ul> <p>John discussed the Additional Resource Requests with the committee.</p> <ul style="list-style-type: none"> <li>• \$15,000 – industrial tree shredder M&amp;O would use to make mulch for tree rings and planters to help provide water conservation. This is a nice to have.</li> <li>• \$3,000 – Removal of drinking fountain and installation of sinks in Art at Bishop was discussed. John stated this is a nice to have that needs to go to DSA for engineering and no other funding is available.</li> <li>• \$4,000 – Bishop sink/counter in student lounge was removed. Students should be able to utilize kitchen area.</li> <li>• \$135,000 – for Mammoth carpet replacement was discussed. John stated we will need to address the carpet soon and Measure C cannot fund. This item was previously removed.</li> <li>• \$25,000 – M&amp;O Auto/Equipment repair shop insulation is falling down.</li> <li>• \$9,000 – Resurface gym flooring does not include new logo. John asked if President Board would approve with no logo and if Boosters could provide additional funding.</li> </ul>



TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<ul style="list-style-type: none"> <li>• \$1,500 – Remove request to replace existing cigarette/trash bins at Mammoth, nice to have.</li> <li>• \$2,000 – Add power to ceiling in Bishop Art room for projector. The projector would be in the IT budget. Refer to Mike Campbell on what they are currently using in the art room for instruction.</li> </ul> <p>Mike Campbell joined the committee to review the IT (406IT1) and Additional Resource budget requests.</p> <ul style="list-style-type: none"> <li>• 5650 – \$10,000 increase due to vendor price increases on maintenance contracts as we replace switches and iTV. We do not want to run without them.</li> <li>• Remove \$27,000 request for PE405 iTV and 1 room KRV that was identified as funded through instructional equipment. Can hold off for a year.</li> <li>• Remove \$10,000 request from Math Department instructional equipment, duplicate in the IT resource plan.</li> <li>• \$30,000 – for KRV smart classrooms and the \$30,000 for East Kern webcams/mounted projectors was discussed in detail. One of the KRV rooms has been partially completed. Mike stated approximately \$20,000 would complete the room at KRV and a room at Tehachapi. This could be funded with instructional equipment.</li> </ul>
6. Identify Additional Information Needs		Table until next meeting.
7. BAM Evaluation Committee Recommendations		Table until next meeting.
8. Future Agenda Items		
9. Review of Action Items		
10. Future Meeting Dates	Committee	The committee agreed to invite Mike Campbell back on April 11 to continue our budget discussion. April 11, 2017 April 18, 2017
11. Adjourned		10:30a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler



**Budget Development Committee**  
**Agenda**  
**April 11, 2017**  
**EW 207**  
**9:00 a.m.**

Start Time:

Adjournment:

Topic	Facilitator	Action	Materials
<b>1. Call to order</b>	Lisa Couch		
<b>2. Review of Agenda</b>	Lisa Couch		X
<b>3. Review of Meeting Minutes &amp; Action Items (04/04/2017)</b>	Lisa Couch		X
<b>4. Updates:</b> a. Updated Revenue / Expense Estimate b. 2017-18 Budget Committee Recommended Adjustments o 4/4/17 Committee o Other Adjustments c. Update on Instructional Equipment Funding d. Responses to previous questions	Lisa Couch		X X  X
<b>5. Identify Additional Information Needs</b>	Lisa Couch		
<b>6. BAM Evaluation Committee Recommendations</b>	Lisa Couch		X
<b>7. Future Agenda Items</b>	Lisa Couch		
<b>8. Review of Action Items</b>	Lisa Couch		
<b>9. Future Meeting Dates</b> April 18, 2017 April 27, 2017 – Budget to College Council	Lisa Couch		
<b>10. Adjournment</b>			

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler



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"> <li>• Follow-up to be completed after 17/18 budget development.</li> </ul> <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"> <li>• There will be a group discussion in the future regarding costs related to prison instruction.</li> </ul>
4. Updates: a. Updated Revenue/Expense Estimate b. 2017- 2018 Budget Committee Recommended Adjustments. <ul style="list-style-type: none"> <li>• 4/4/2107 Committee</li> <li>• Other Adjustments</li> </ul> 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"> <li>a. Lisa reviewed the updated GU001 Estimates as of 4/11/17 based on our previous conversation and recommended adjustments.</li> <li>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.</li> <li>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.</li> <li>d. Lisa discussed the 409PIO budget with Natalie Dorrell. Natalie identified the following areas for reduction:               <ul style="list-style-type: none"> <li>• 4313 – Reduce from \$4,000 to \$2,300.</li> <li>• 5861 - Remove all sites except Ridgecrest (\$2,250 total). Sites included in CI.</li> <li>• 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.</li> </ul> </li> </ul>

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"> <li>• 415BI1- 5230 reduce to \$500. Recommend other funding sources such as SSSP/Equity/CTE.</li> <li>• 415ML1-5230 reduce to \$500. Recommend other funding sources such as SSSP/Equity/CTE.</li> <li>• 430UT1 – 5520 – CI reduce to \$10,000. One time decrease due to main building construction.</li> <li>• 430UT1 – 5520 – CB reduce to \$15,000.</li> <li>• 430UT1 – 5520 – CM reduce to \$20,000.</li> <li>• 430UT1- 5581 – CI reduce additional \$15,000 if YTD shows decrease.</li> </ul> <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><b>Action:</b></p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <i>Lisa will review YTD for all utilities.</i></li> <li>• <i>Lisa will meet with Corey to review and discuss the adjunct and overload budget.</i></li> <li>• <i>Lisa will provide committee updated YTD expense report.</i></li> </ul> <p><b>Action: Follow-up information needed from Corey Marvin:</b></p> <ul style="list-style-type: none"> <li>• <i>41IPU1 – Review both accounts budgeted @ \$120,000 with course offerings.</i></li> <li>• <i>41EVPI – Course offerings compared to budget request.</i></li> <li>• <i>41EHPI – Confirm most appropriate funding source.</i></li> <li>• <i>41ELI1 – Confirm how we have historically paid adjunct Librarians.</i></li> </ul> <p><b>Action: Follow- up information needed from Heather Ostash:</b></p> <ul style="list-style-type: none"> <li>• <i>Review athletics budgets in general.</i></li> </ul>
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 <sup>th</sup> 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



**Budget Development Committee**  
**Agenda**  
**April 18, 2017**  
**EW 207**  
**9:00 a.m.**

Start Time:

Adjournment:

Topic	Facilitator	Action	Materials
<b>1. Call to order</b>	Lisa Couch		
<b>2. Review of Agenda</b>	Lisa Couch		X
<b>3. Review of Meeting Minutes &amp; Action Items (04/11/2017)</b>	Lisa Couch		X
<b>4. Updates:</b> a. Updated Revenue / Expense Estimate b. 2017-18 Budget Committee Recommended Adjustments c. 16-17 Account Balance Report	Lisa Couch		X X X
<b>5. Responses to Committee Requests</b>	Lisa Couch		
<b>6. Identify Additional Information Needs</b>	Lisa Couch		
<b>7. BAM Evaluation Committee Recommendations</b>	Lisa Couch		X
<b>8. Future Agenda Items</b>	Lisa Couch		
<b>9. Review of Action Items</b>	Lisa Couch		
<b>10. Future Meeting Dates</b> April 25, 2017 April 27, 2017 – Budget to College Council	Lisa Couch		
<b>11. Adjournment</b>			

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler



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"> <li>• Follow-up to be completed after 17/18 budget development.</li> </ul> <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"> <li>• There will be a group discussion in the future regarding costs related to prison instruction.</li> </ul>
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"> <li>• 5220 – reduce \$2000</li> </ul> 411AH1 – Allied Health (reviewed by Michael Metcalf) <ul style="list-style-type: none"> <li>• 2495 – reduce \$3,150</li> <li>• 5810 – Reduce \$1975 based on historical/YTD budget information.</li> </ul>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<ul style="list-style-type: none"> <li>• 5813 – Not a physical exam, required testing for nursing during application phase.</li> </ul> <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"> <li>• 5220 – Reduce \$250</li> </ul> <p>415ML1 – Mammoth (reviewed by Deanna Campbell)</p> <ul style="list-style-type: none"> <li>• 5220 – Reduce \$250</li> </ul> <p>41CDL1 – Distance Learning (reviewed by Rebecca Pang)</p> <ul style="list-style-type: none"> <li>• 1419 – Training for online teaching and content change due to Canvas.</li> <li>• 5220 – Reduce \$1,500.</li> <li>• 5860 – Reduce \$2,500, committee recommends SSSP/Equity for targeted group.</li> </ul> <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"> <li>• 4313 – General supplies and web cams for online tutoring.</li> <li>• 1340 – Basic skills and equity portion moved.</li> <li>• 5650 – Reduce \$2,040, adjustment will be made for vendor price increase if necessary.</li> </ul> <p>41ELI1 – Library (reviewed by Julie Cornett)</p> <ul style="list-style-type: none"> <li>• 4313 – Significant increase due to security strips purchase every 10 years.</li> <li>• 5650 – Reduce \$1,850, adjustment will be made for vendor price increase if necessary.</li> <li>• 6419FA – Reduce \$400, based on need and conversation at KRV.</li> <li>• 6311 – Reduce \$2,000 based on historical/YTD budget information. Adjustment will be made for vendor price increase if necessary.</li> <li>• 1419 – Corey Marvin confirmed budget is for Embedded Librarian program that will require extended hours and expansion into Tehachapi.</li> </ul> <p>41ESC1 – Science – No additional reductions.  41EVP1 – Visual &amp; 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"> <li>• 1340 - \$4,685 – Add Head Coach stipend.</li> </ul> <p>42GAW3 – Soccer, no adjustments.  42GAW4 - Women’s Volleyball (reviewed by Heather Ostash)</p> <ul style="list-style-type: none"> <li>• 5220 – Reduce \$1,000</li> </ul> <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"> <li>• 5608 – Reduce \$200.</li> <li>• 5820 - Reduce \$1,000.</li> </ul> <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"> <li>• 5520 – Reduce additional \$3,000 for natural gas at Bishop.</li> </ul>



TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<ul style="list-style-type: none"> <li>• 5520 – Reduce additional \$4,000 for natural gas at Ridgecrest. This is on one-time reduction due to main building modernization. (\$6,000 total)</li> <li>• 5520 – Reduce additional \$5,000 for natural gas at Mammoth.</li> <li>• 5530 – Reduce additional \$1,000 for electricity at KRV.</li> <li>• 5540 – Reduce additional \$20,000 for water IWV.</li> </ul> <p>418SK1/418KV1 – East Kern/KRV (reviewed by Lisa Stephens)</p> <ul style="list-style-type: none"> <li>• 4313 – Reduce \$450 – CS</li> <li>• 4313 – Reduce \$450 – CK</li> <li>• 5220 – Reduce \$500 - CS</li> <li>• 5220 – Reduce \$500 – CK</li> <li>• 5230 – Reduce \$100 – CS</li> <li>• 5230 – Reduce \$100 - CT</li> <li>• 5300 – Reduce \$305 - CT</li> <li>• 4313 – Signage needed at Tehachapi no reduction.</li> </ul> <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"> <li>• 2412 – Corey confirmed the \$120,000 requested is needed.</li> </ul> <p>41EHP1</p> <ul style="list-style-type: none"> <li>• 5220 - Honors travel, ongoing conversation regarding funding.</li> </ul> <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 &amp; 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 <sup>th</sup> .

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
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



**Budget Development Committee**  
**Agenda**  
**April 25, 2017**  
**LRC 733**  
**9:00 a.m.**

Start Time:

Adjournment:

Topic	Facilitator	Action	Materials
<b>1. Call to order</b>	Lisa Couch		
<b>2. Review of Agenda</b>	Lisa Couch		X
<b>3. Review of Meeting Minutes &amp; Action Items (04/18/2017)</b>	Lisa Couch		X
<b>4. Updates:</b> a. Updated Revenue / Expense Estimate (NOTE: Tentative Allocation Received from DO) b. 2017-18 Budget Committee Recommended Adjustments	Lisa Couch		X  X
<b>5. Responses to Committee Requests</b>	Lisa Couch		
<b>6. Future Agenda Items</b>	Lisa Couch		
<b>7. Review of Action Items</b>	Lisa Couch		
<b>8. Future Meeting Dates</b> April 27, 2017 – Budget to College Council	Lisa Couch		
<b>9. Adjournment</b>			

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler



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"> <li>• 400SD1 (Staff Development) – Removal of academic stipend since this is being addressed with other funding sources.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.)</li> <li>• 430MOS (Safety) – Lisa recommended a \$2000 decrease in the security budget for IWV.</li> </ul> <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"> <li>• Debrief</li> <li>• College Council Update</li> <li>• Current Year FTES Update</li> </ul>
7. Review of Action Items		<ul style="list-style-type: none"> <li>• <i>Minutes from April 18, 2017 will be provided at a future meeting</i></li> <li>• <i>Lisa will continue to follow-up on outstanding responses to committee questions.</i></li> </ul>
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



**Budget Development Committee**  
**Agenda**  
**May 2, 2017**  
**LRC 733**  
**9:00 a.m.**

**Start Time:**

**Adjournment:**

Topic	Facilitator	Action	Materials
<b>1. Call to order</b>	Lisa Couch		
<b>2. Review of Agenda</b>	Lisa Couch		X
<b>3. Review of Meeting Minutes &amp; Action Items (04/25/2017)</b>	Lisa Couch		X
<b>4. Updates:</b> a. Updated Revenue / Expense Estimate b. 2017-18 Budget Committee Recommended Adjustments	Lisa Couch		X X
<b>5. Debrief</b>	Lisa Couch		
<b>6. FTES Update</b>	Corey Marvin		
<b>6. Future Agenda Items</b>	Lisa Couch		
<b>7. Review of Action Items</b>	Lisa Couch		
<b>8. Future Meeting Dates</b> Fall 2017	Lisa Couch		
<b>9. Adjournment</b>			

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler



Budget Development Committee Meeting Minutes

May 2, 2017

LRC 733

9:00a.m. – 11:00a.m.

Present: Lisa Couch, Heather Ostash, Corey Marvin, Katie Coffman, Frank Timpone, Debbie Gregory, Matt Crow, Matt Jones, Kristie Nichols, 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 Action Items and Meeting Minutes 4/25/17	Lisa Couch	<p>Review of Action Items and Minutes approved with no changes. Meeting minutes from 4/18 are pending and will be sent out once completed.</p> <p><i>Action pending 11/29/16: Lisa will talk with others regarding the “self-evaluation” of this committee.</i></p> <ul style="list-style-type: none"> <li>• Follow-up to be completed after 17/18 budget development.</li> </ul> <p><i>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i></p> <ul style="list-style-type: none"> <li>• There will be a group discussion in the future regarding costs related to prison instruction.</li> </ul>
4. Updates: a. Updated Revenue/ Expense Estimate b. 2017 – 18 Budget Committee Recommended Adjustments	Lisa Couch/Committee	<p>The following documents were provided and reviewed by the committee.</p> <ul style="list-style-type: none"> <li>a. Lisa provided the GU001 estimates as of 4/26/17 based on our previous conversation and recommended adjustments.</li> <li>b. Lisa provided a list of the recommended adjustments from our last meeting.</li> </ul>
5. Debrief	Lisa Couch	<p>The budget information was presented to President Board and then to College Council on 4/27/17 as the college’s tentative budget.</p> <p>In preparation for next year and as evidence to support we are being proactive, the committee discussed ideas on phasing in structure and tools that would assist individuals and departments when creating their budgets.</p> <ul style="list-style-type: none"> <li>• Rubric for prioritization of mission critical vs nice to have.</li> <li>• Clear budget assumptions, definitions and budget parameters.</li> <li>• Address use of reserve and expected budget reductions.</li> <li>• Fall training on review of sections and offerings involving educational administrators.</li> <li>• Set expectation on growth for college as a whole.</li> <li>• Request to add page numbers on future documents.</li> </ul>



TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
6. FTES Update	Corey Marvin	Corey reviewed the ODS report on enrollment history trends with the committee. The FTES review shows continued growth through programs offered, dual enrollment and prison instruction.
7. Future Agenda Items		
8. Future Meeting Dates	Committee	TBD
9. Adjourned		11:00a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler Approved 9-21-17



**College Council**  
**Agenda**  
**April 27, 2017**  
**Administrative Conference Room, EW 207**  
**2:00 p.m.**

**Start Time:**

**Adjournment:**

Topic	Facilitator	Action	Materials
<b>Purpose of Meeting:</b> The purpose of the College Council is to serve as the chief advisory and participatory recommending body to the President, and is responsible for communicating issues specifically relevant to their constituent group and for feedback or input which has been requested by College Council.			
<b>1. Call to order</b>	President Board/Jan Moline		
<b>2. Reading of the Purpose of the Meeting</b>	President Board/Jan Moline		
<b>3. Approval of Minutes &amp; Action Item</b>	President Board/Jan Moline	Discussion	
<b>4. Approval of Agenda</b>	President Board/Jan Moline	Discussion	
<b>5. Reporting Committees</b> a) Facilities b) Safety & Security c) Technology Resource Team (TRT) d) Student Success Support Programs (SSSP)	John Daly Lisa Couch Mike Campbell  Heather Ostash	Presentation	
<b>6. Associated Committees</b> a) Budget Development a.1) 17-18 Tentative Budget  b) Institutional Effectiveness Committee (IEC) c) Professional Development d) Accreditation	Lisa Couch  Corey Marvin Corey Marvin Corey Marvin	Presentation	X
<b>7. Constituency Reports</b> a) Academic Senate  b) Classified Senate  c) Student Government  d) Consultation Council  e) Community College Association (CCA)  f) California School Employee Association (CSEA)	Jan Moline  Vacant  Ariel Nelson  President Board/Jan Moline Joe Slovacek  Mike Barrett	Presentation	

Topic	Facilitator	Action	Materials
<b>8. Discussion Items</b>		Discussion	
8.a) Computer Information Systems Program Review	Valerie Karnes		X
8.b) AS General Science Program Review	John Stenger-Smith		X
8.c) Financial Aid Program Review	Jennifer San Nicolas		X
8.d) End of Year College Council Survey Draft	President Board/Jan Moline		X
8.e) College Decision Making Process	President Board		X
8.f) Publicity & Printing Request Process	Natalie Dorrell		
<b>9. President's Report – No report</b>	President Board		
<b>10. Review of Action Items</b>	President Board/Jan Moline		
<b>11. Future Agenda Items</b>			
a) Onboarding New Cerro Coso Employees			
b) ILO Review			
<b>12. Future Meeting Dates</b>			
<del>September 1, 2016</del>	January 19, 2017		
<del>September 15, 2016</del>	February 2, 2017		
<del>October 6, 2016</del>	February 16, 2017		
<del>October 20, 2016</del>	March 2, 2017 cancelled		
<del>October 31, 2016</del>	March 16, 2017		
<del>November 3, 2016</del>	April 6, 2017		
<del>November 17, 2016</del> Cancelled	April 27, 2017		
<del>December 1, 2016</del>			
<b>13. Adjournment</b>			

*\*Please bring your copies*

Meeting Chair: President Board & Laura Vasquez

Recorder: Jennifer Curtis

**Cerro Coso Community College**  
**2017-2018 GU001 Tentative Budget**  
**4/26/2017**

**Revenue**

17/18 Tentative Allocation	17,661,214.00
Local Revenue	315,000.00
Transfer from Boosters	30,000.00
Donation from Mather Brothers	30,000.00
<b>Total Revenue</b>	<b>18,036,214.00</b>

**Expenses**

Permanent Labor	13,766,266.99
Adjusted Budget Requests	2,527,311.74
Resource Analysis Requests	46,950.00
Certificated Temp Labor Benefits	14,320.40
Student Labor Benefits	520.00
Classified Temp Labor Benefits	9,764.44
Adjunct/Overload roll-over	2,243,834.00
Adjunct benefits	312,139.75
Estimated Breakage	(200,000.00)
<b>Total Expenses</b>	<b>18,721,107.32</b>

**Difference (revenue-expenses) (684,893.32)**