



Budget Development Committee Meeting Minutes

March 6, 2014

MB 350A

2:00pm – 4:00pm

Present: Gale Lebsock, Corey Marvin, Heather Ostash, Mary O’Neal, Matt Crow, Matt Jones, Kathy Salisbury, Tammy Kinnan, Sherri Windish, Crystal Leffler Absent: Cameron LaBrie

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	
Approval of Agenda	Gale Lebsock	No action taken.
1. Review of Action Items/Approval of Minutes from 2/25/2014	Gale Lebsock	<ul style="list-style-type: none"> ▪ Changes to the minutes include correction of the word being to beginning under topic #2 summary and completion of the last sentence on topic #2 summary. Approved minutes from 2/25/14 have been posted.
2. Public Service Budget Discussion	Jarrod Bowen	<p>Jarrod met with the committee to answer questions relating to the budget request for Public Service.</p> <p>Professional Expert Increase due to 33 more course offerings in Certified Perishable Skills. This training has not been offered in while and there is a certain amount of continuing education police officers must keep up with such as sexual assault training, drug influence recognition skills, fire arms, and driving simulators. These are short classes that average 32 hours of class time. There will be an additional increase as we expand the agencies we are working with in Mono and Inyo County.</p> <p>Supplies</p> <ul style="list-style-type: none"> ▪ A fire arms simulator has been requested to enhance and expand the program. The simulator would give students more hands on fire arms training without the expense of ammunition and help to improve the success rate. The simulator is an interactive device that assists students in decision making with shoot and no shoot scenarios. Approximately 90 students per year would utilize the simulator, two students could not hit the target therefore they were out of the program. This equipment could also provide training to other local law enforcement agencies possibly through community or contract education. The cost of the simulator is closer to \$60,000. Renting a simulator would not meet the needs of the program. Jarrod will look into buying used or other funding through VTEA may be available.
3. Allied Health Budget Discussion	Mike Metcalf Valerie Karnes	<p>Mike met with the committee to answer questions relating to the budget request for Allied Health.</p> <p>Supplies</p> <ul style="list-style-type: none"> ▪ \$3,000 is for EMT supplies at all sites. EMT supplies are not funded by C-6. The EMT supplies order for last year did not follow the unit plan and was received too late in the semester to align with class offerings. Mike stated support from other agencies has helped the college in the past. ▪ \$2,000 for LVN supplies at sites. ▪ Upon completion of CPR training we are required to provide proof to the American Heart Association that

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		<p>a CPR card has been made in a timely manner. Mike has been covering the expense, printing the cards and collecting the fees from the students.</p> <p>Employee Travel</p> <ul style="list-style-type: none"> ▪ Reduce travel to \$3,000 for the director of nursing to attend 2 mandatory meetings at \$1,500 each. VTEA paid for professional development training last year. Valerie stated she doesn't know the allocation year to year. C-6 covers professional conferences and simulation training if called out in the grant. <p>Institutional Dues/Membership</p> <ul style="list-style-type: none"> ▪ Reduce to \$350. <p>Fingerprinting Services</p> <ul style="list-style-type: none"> ▪ Conditions of enrollment for LVN, CNA, and EMT are live scan and DOJ checks. CNA is the responsibility of the institution. C-6 funding for fingerprinting would require Valerie to revise the C-6 budget. <p><i>Verification is needed on where the results need to go and which ones are the responsibilities of the institution. Gale will ask Clint about the possibility of HR doing live scans for Allied Health students.</i></p> <p>Employee Travel DO</p> <ul style="list-style-type: none"> ▪ Increase in travel for 3 LVN classes at sites to work with and mentor teachers. Previously paid by C-6 funding. ▪ Travel is covered under C-6 for EMT and Human Services. <p>Mike is currently gathering information from all sites on the supplies and materials needed for individual courses. He is developing a short and long term plan for more expensive supplies and equipment.</p> <p>C6 funding has been extended to September 2015.</p> <p><i>The committee asked Mike and Valerie to provide some verification on the budget request regarding special funding, fingerprinting, and travel.</i></p>
4. Industrial Technology Budget Discussion	James O'Connor Valerie Karnes	<p>James met with the committee to discuss the Industrial Technology budget.</p> <p>Supplies</p> <ul style="list-style-type: none"> ▪ Instructional supplies increase is due to the expansion of the facility from 11 stations to 30 stations. Students will no longer have to share work stations this will increase the amount of time spent under the hood. ▪ James O'Connor and David Villacana are receiving training through the AWS (American Welding Society) to become CWI (Certified Welding Inspectors). Until recently there was not an entry level certification given by AWS. The entry level certification requires a higher skill level and there is a specific set of materials and parameters to pass the test. Employers recognize this entry level certification. ▪ Courses have been added and are going through CIC now for pipe and tubing classes. Employers have asked for this type of training. <p>Other Repairs and Maintenance</p> <ul style="list-style-type: none"> ▪ \$1,000 request will move to supplies since there were no expenditures in the past and new equipment is in place.

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		<p>New welding lab will be ready in Fall 2014. C-6 has been covering the cohort portion only.</p> <p>Questions were brought up on how we track students and their success after completion of the program. James stated it is hard to track students once they leave but he knows of a student he had about 7 years ago that now works as a foreman for the Public Works Department.</p>
5. Visual & Performing Arts Budget Discussion	Loren Sandvik Don Seymour	<p>Loren met with the committee to answer questions relating to the budget request for Visual & Performing Arts.</p> <p>Supplies</p> <ul style="list-style-type: none"> ▪ Scores for music. <p>Other Maintenance/Repairs</p> <ul style="list-style-type: none"> ▪ Kiln vent leaks water on brand new kiln. <p>Other Equipment</p> <ul style="list-style-type: none"> ▪ Replacement can lighting for the stage in the lecture center. Drawing class needs 5 – 7 slanted desks and 25 new chairs. ▪ Power Bead Roller, rolls metal for sculpture, 3D, and fabrication. Safe tool, easy to use, projects will improve. <p>Indirect Inst. Temp</p> <ul style="list-style-type: none"> ▪ Accompanist for music program. <p>Corey reported the number of sections is going down not up.</p>
6. VP Student Services Budget Discussion	Heather Ostash	<p>Heather discussed the VP Student Services budget with the committee.</p> <p>Travel</p> <ul style="list-style-type: none"> ▪ \$4,000 for Rene Mora, guidance counselor to attend the HACU (Hispanic Association of Colleges and Universities) conference with a student in Colorado. The increase in travel is a counseling budget expense that was overlooked and included here to cover the expense. ▪ \$200 for district travel can be deducted; expense will be paid from the Matriculation Budget. <p>Food/Meetings</p> <ul style="list-style-type: none"> ▪ Increase All Staff meetings to two per year for staff and faculty.
7. Counseling and Guidance Budget Discussion	Heather Ostash	<p>Heather discussed the Counseling and Guidance budget on behalf of Paula Suarez.</p> <p>Adjunct Counselor</p> <ul style="list-style-type: none"> ▪ South Kern needs a counselor on site to prepare Ed Plans for students due to new legislation. ▪ Access program counselors provide support at KRV. The majority of students are in the Access program relieving the general fund portion.
8. President’s Budget	Gale Lebsock	<p>Travel</p> <ul style="list-style-type: none"> ▪ The President is on travel and cannot make the scheduled budget meetings. The Chancellor suggested President Board look into a leadership type training offered at Harvard. It was suggested that the Chancellor’s budget pay for this expense.
Future Meeting Dates		<p>March 11, 2014 9:00a.m. – 12:00p.m. March 18, 2014 1:00p.m. – 4:00p.m.</p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		April 1, 2014 9:00a.m. – 12:00p.m. (Please note this meeting will be held in MB 212) April 8, 2014 1:00p.m. – 4:00p.m. April 11, 2014 9:00a.m. – 12:00p.m.
Adjourned		4:00pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 3/18/2014