



Budget Development Committee Meeting Minutes

March 11, 2014

MB 350A

9:00am – 12:00pm

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. LAC Budget Discussion	Bonita Robinson	<p>Bonita met with the committee to discuss the LAC budget request. The budget shows an overall increase of \$67,000.</p> <p>Aca Emp Non-Inst Non Cont</p> <ul style="list-style-type: none"> <li>▪ Adjunct covering the LAC at KRV (Joe Martin).</li> <li>▪ Requesting \$7,200 at CB/CM. <i>Bonita will check with Deanna on available funding source.</i></li> </ul> <p>Non Inst Students</p> <ul style="list-style-type: none"> <li>▪ Increase in labor due to minimum wage increase in July 2014 to \$9 per hour.</li> </ul> <p>Cls Oth Temp</p> <ul style="list-style-type: none"> <li>▪ Proctoring at KRV and South Kern. We have a 10 hour library position at KRV but not as an hourly classified. <i>Bonita not sure.</i></li> </ul> <p>Inst Students</p> <ul style="list-style-type: none"> <li>▪ Open computer lab instructional student hours.</li> </ul> <p>Supplies</p> <ul style="list-style-type: none"> <li>▪ Budget includes GED prep \$2,500 and \$253 materials for instructors. Move \$2,753 to basic skills.</li> <li>▪ Requested \$2,000 for a test proctoring web based Kurzweil machine to assist students with special needs at remote sites. The usage is not all that high right now. Heather and Corey suggested this matter be brought forward and discussed and coordinated with Access programs.</li> <li>▪ \$4,300 for Kurzweil machine and scanner.</li> <li>▪ Noise cancelling headsets for South Kern (CS) not (CE) as listed.</li> </ul> <p>Bonita was asked if she had included office supplies such as paper clips, pens, binders, etc. in her budget request.</p> <p>Bonita built her budget request for South Kern to accommodate proctoring and LAC services at Edwards, Mojave, Tehachapi and Cal City. Students currently have to come to IWV for proctoring services. Julie has been trying to find locations that will assist us with proctoring. Proctoring services are no longer available at AV College and other libraries. Issues with proctoring at Edwards started last summer and increased in January when they did their annual computer upgrade. Heather suggested working with Kristin and the resources she may have available. Proctoring at KRV is only available during the day.</p>

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		<p>Aca Emp Non-Inst Non Cont</p> <ul style="list-style-type: none"> <li>▪ Adjunct covering LAC at South Kern.</li> </ul> <p>Cls Other Temp</p> <ul style="list-style-type: none"> <li>▪ Provide proctoring at South Kern.</li> </ul> <p>Inst. Student</p> <ul style="list-style-type: none"> <li>▪ \$9,000 for tutors at KRV. Decrease request, move back to basic skills</li> </ul> <p>LAC TECH *Expanded Position</p> <ul style="list-style-type: none"> <li>▪ \$35,396.76 – Decrease request, in staffing plan as part of permanent labor.</li> </ul>
2. Library Budget Discussion	Julie Cornett	<p>Julie met with the committee to discuss the Library budget request.</p> <p>Supplies</p> <ul style="list-style-type: none"> <li>▪ Request for 5 iPads to pilot new program for students usage. News apps are available for teaching and learning tools, including library maps and location system. The library would monitor which apps are installed and develop a plan for clean up after usage. Currently they have 10 laptops that are approximately 3- 4 years old. The iPad pilot program would optimize technology to increase library interaction with students, and allows students to use and publish information on platforms. Security strips are placed on equipment and linked to the students account upon checkout.</li> </ul> <p>Licensing</p> <ul style="list-style-type: none"> <li>▪ The Horizon Book Catalog is shared with Porterville and Bakersfield College. Student’s access 24/7 and all sites share the technical librarian. The planned outages and server crashes impact our students. The other colleges would like to upgrade the server this year. If all 3 upgrade at the same time we would save around \$500. This is a onetime expense.</li> </ul>
3. IT Budget Discussion	Mike Campbell	<p>Mike met with the committee to discuss the IT budget. He provided the committee with an updated request that reflects the changes that have taken place since September 2013. Mike confirmed they did purchase the RSS Server.</p> <p>Supplies</p> <ul style="list-style-type: none"> <li>▪ Monitors need to be replaced in 5 instructional labs – KRV14, LRC 709, 710, 631 and the Alternate Energy Laptop Lab.</li> <li>▪ 10 staff and faculty laptops requested.</li> </ul> <p>Software License &amp; Maintenance</p> <ul style="list-style-type: none"> <li>▪ \$4,500 decrease – Not renewing Adobe Connect.</li> <li>▪ Decrease in equipment and maintenance contracts due to current cycle.</li> </ul> <p>Additions to Buildings</p> <ul style="list-style-type: none"> <li>▪ \$6,500 decrease – Bishop room 122 was repaired by MOM funding this year due to safety issues.</li> </ul> <p>Computer Tech Equipment</p> <ul style="list-style-type: none"> <li>▪ \$16,500 - replace 3 media carts.</li> <li>▪ \$20,000 – replace and add core and edge network switches.</li> <li>▪ \$40,000 – toner, printers, servers, computers, etc.</li> <li>▪ \$7,000 – replace battery backup system decreased by \$7,500 due to new phone system project.</li> <li>▪ \$10,500 – replace ageing classroom equipment at all sites as needed.</li> <li>▪ \$5,000 – general repairs and supplies.</li> </ul>

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4. Athletics Budget Discussion	Josh Sine	<p>Josh met with the committee to discuss the Athletics Budget including Baseball, Volleyball and Soccer.</p> <p>Supplies</p> <ul style="list-style-type: none"> <li>▪ Super Power Racks – new updated equipment for weight room. Provides athletes a safer and more efficient way to work out while performing Olympic lifts. Athletes train 4 days per week and have compromised time due to schedules. The equipment would be used by all sports and PE weight lifting classes. All weight room equipment is dated.</li> <li>▪ Overall plan between Athletics and PE is needed to provide equipment inventory and replacement plan.</li> <li>▪ \$5,000 onetime expense for athletic training equipment that is out of date. The Stim machine, heating and cooling packs are no longer working. We need to provide a high level of service to our athletes. The equipment has not been calibrated in a long time and the Stim machine can only be used to treat one athlete at a time. The newer Stim equipment is multifunctional meaning treatment can be applied to more than one athlete at a time.</li> </ul> <p>Travel</p> <ul style="list-style-type: none"> <li>▪ \$3,000 increase for professional development to attend the NACDA (National Association of Collegiate Directors of Athletics) conference. Athletics would like to fully attend the CCCAA (California Community College Athletics Association) Foothill conference this year. We have not had good attendance in the past and the Athletics budget would also fund the travel for Karee and Amy to attend as part of their assignment in counseling.</li> </ul> <p>Food and Meetings</p> <ul style="list-style-type: none"> <li>▪ Spring and Fall orientation for new athletes.</li> <li>▪ Coaches monthly meeting – most coaches volunteer their time.</li> </ul> <p>Dues and Membership</p> <ul style="list-style-type: none"> <li>▪ NACDA, CCCAA and consortium dues.</li> </ul>
5. Baseball	Josh Sine	<p>Equipment</p> <ul style="list-style-type: none"> <li>▪ \$1500 for training equipment – onetime expense Baseball specific.</li> </ul> <p>Maintenance and repair</p> <ul style="list-style-type: none"> <li>▪ Purchase clay for infield &amp; base lines - will ask the Coyote Club to split the expense.</li> </ul>
6. Volleyball	Josh Sine	<p>Travel</p> <ul style="list-style-type: none"> <li>▪ Coach to attend professional development conference and workshop.</li> </ul>
7. Student	Josh Sine	<p>Student engagement activities.</p> <p>Student development – fund speakers for PA for TV located in the Student Center.</p> <p>Heather authorized the purchase right away with student development funds. Blue tooth cubes may work.</p>
8. Maintenance & Operations Budget Discussion	John Daly	<p>John met with the committee to discuss the maintenance and operations budget request.</p> <p>MOD - Director</p> <p>Supplies</p> <ul style="list-style-type: none"> <li>▪ Water heater, HVAC parts, etc.</li> </ul> <p>Travel</p> <ul style="list-style-type: none"> <li>▪ Training for Bill Planchon at Bishop.</li> <li>▪ \$450 - training for Mark on HVAC controls.</li> </ul>

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		<p>Disposal Services</p> <ul style="list-style-type: none"> <li>▪ \$2,000 increase for onsite 40 yard roll off container for disposal of items that are beyond surplus.</li> </ul> <p>Equipment Rental</p> <ul style="list-style-type: none"> <li>▪ \$1,500 for high lift to replace outdoor lighting.</li> </ul> <p>Building Maintenance</p> <ul style="list-style-type: none"> <li>▪ \$3,000 for Bishop/\$5,000 for IWV - EMS (energy management system) maintenance on boilers, chillers and air handlers.</li> </ul> <p>Other Equipment Maintenance Agreements</p> <ul style="list-style-type: none"> <li>▪ Contract services by Diakin McQuay for CB/CM/IWV to provide annual HVAC inspections and services.</li> </ul> <p>MOB - Building</p> <p>Supplies</p> <ul style="list-style-type: none"> <li>▪ Replacement lights, ballasts, and plumbing for CB/CM/IWV. The automatic flush valves in the Bishop restrooms need to be changed back to manual flush eliminating the use of batteries.</li> <li>▪ \$500 for KRV floor tile repairs.</li> </ul> <p>Software License &amp; Maintenance</p> <ul style="list-style-type: none"> <li>▪ \$4,500 – <i>John will confirm request and report back to the committee.</i></li> </ul> <p>Building Maintenance</p> <ul style="list-style-type: none"> <li>▪ Decrease request by \$2,889 –return to 13/14 budget amount of \$52,111 from \$55,000.</li> </ul> <p>Taxes – Licenses/Permits</p> <ul style="list-style-type: none"> <li>▪ <i>John will confirm request and report back to the committee.</i></li> </ul> <p>MOC - Custodial</p> <p>Temp Labor</p> <ul style="list-style-type: none"> <li>▪ Decease in sub custodians due to new custodial scheduling.</li> </ul> <p>Supplies</p> <ul style="list-style-type: none"> <li>▪ Increase due to vendor price increases.</li> </ul> <p>Equipment</p> <ul style="list-style-type: none"> <li>▪ Purchase 3 new vacuums.</li> </ul> <p>MOG - Grounds</p> <p>All Computer Software</p> <ul style="list-style-type: none"> <li>▪ \$2,500 for Rain Bird software. Complicated system with a lot of programming involved. When programmed correctly the system should recognize inclement weather.</li> </ul> <p>Travel</p> <ul style="list-style-type: none"> <li>▪ Decrease request by \$450, return to 13/14 budget amount of \$300.</li> </ul> <p>Supplies</p> <ul style="list-style-type: none"> <li>▪ Sprinkler heads, pipes, fertilizer for soccer field. Currently working on obtaining a grant, \$8,000 might be eliminated the following year.</li> </ul> <p>Other Maintenance/Repairs</p> <ul style="list-style-type: none"> <li>▪ New back flow device needed for PE field, \$1,000 is included for weed abatement on solar field.</li> </ul>

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		<p>Short Term Equipment Rental</p> <ul style="list-style-type: none"> <li>▪ Trencher or dump truck as needed for grounds repairs.</li> </ul> <p>Software Lic/Maintenance Services</p> <ul style="list-style-type: none"> <li>▪ Remove \$4,000 from request. Rain Bird rep confirmed satellite radios in timers were good.</li> </ul> <p>MOM - \$100,000 funding required by Board and Chancellor for facilities approved projects.</p> <p>MOS – Campus Safety and Campus Security Supplies</p> <ul style="list-style-type: none"> <li>▪ Decrease request back to 13/14 budget. Requesting \$1,000 for CI, \$250 for CK, and \$250 for CM.</li> </ul> <p>Contract Security Services</p> <ul style="list-style-type: none"> <li>▪ TOSS increased fees per contract.</li> </ul> <p>Hazardous Waste Disposal</p> <ul style="list-style-type: none"> <li>▪ Fee increases due to fuel surcharges.</li> </ul> <p>Other Services and Expenses</p> <ul style="list-style-type: none"> <li>▪ Card readers, access controls and repairs and updates. \$2,000 requested for Mammoth security system repairs.</li> </ul> <p>MOV – Vehicles</p> <p>Vehicle Maintenance and Repairs</p> <ul style="list-style-type: none"> <li>▪ \$1,000 decrease in Bishop vehicle repairs. Truck has been repaired and returned to the IWV campus.</li> </ul> <p>Other services and expenses</p> <ul style="list-style-type: none"> <li>▪ \$2,200 - <i>John will confirm request and report back to the committee.</i></li> </ul> <p>Resource Plan Discussion</p> <p>John mentioned items that did not make it to his Budget worksheets.</p> <ul style="list-style-type: none"> <li>▪ \$14,000 - Veri-Kut machine.</li> <li>▪ \$20,000 – Irrigation timers</li> <li>▪ \$18,000 – Tree branch shredder.</li> </ul> <p>Baseball machinery - Discussion continued regarding the Super Rake that is used by baseball. The equipment is old and can no longer be repaired by M&amp;O.</p> <ul style="list-style-type: none"> <li>▪ A new rake is approximately \$18,000. Other options include purchasing a Gator/All terrain type vehicle for towing the rake. The cost is \$4,500 - \$6,000 and could serve as multi-purpose with the athletic trainer using it for transport.</li> </ul>
Future Meeting Dates		<p>March 18, 2014 1:00p.m. – 4:00p.m.</p> <p>April 1, 2014 9:00a.m. – 12:00p.m. (Please note this meeting will be held in MB 212)</p> <p>April 8, 2014 1:00p.m. – 4:00p.m.</p> <p>April 11, 2014 9:00a.m. – 12:00p.m.</p>
Adjourned		12:00pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 3/18/2014