



Budget Development Committee Meeting Minutes

March 9, 2015

MB 350A

2:30p.m. – 4:30p.m.

Present: Gale Lebsock, Matt Jones, Corey Marvin, Tanner Barnett, Matt Crow, Crystal Leffler, Angela Poole, Frank Timpone, Tammy Kinnan, Mike McNair

Absent: Heather Ostash

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	2:30p.m.
Approval of Agenda	Gale Lebsock	No action taken.
1. Review of Minutes from 2/23/2015	Gale Lebsock	Approved.
2. Review of Action Items from 2/23/2015	Gale Lebsock	<p>Pending Action items for Gale:</p> <p><i>1.) Verification of positions to maintain 40% reserve of bank load, vacation, and comp-time for faculty.</i></p> <p><i>2.) Follow up with Heather on BFAP funding for Financial Aid TV programming.</i></p> <p><i>3.) Provide further details on Governor's proposal as they become available.</i></p> <p>Gale reported that if we were able to fund all labor and budget requests as submitted without making any changes we would be at 46.6% of the 50% Law Target.</p>
3. Area Budget Discussions	Gale Lebsock	<p>KRV – Lisa Stephens reported the KRV campus is scheduled for renovation May 2015. She would like to upgrade the current furnishings to match IWV &amp; ESCC and increase community awareness.</p> <ul style="list-style-type: none"> <li>➤ Furniture – classrooms tables and chairs, science &amp; art room furniture, quad table for computer desk in LAC, new conference room furniture, soft chairs and staff desks.</li> <li>➤ Signage – Bigger sign to be located on private property that the High School sign is also on. The sign would be visible from the main boulevard which is heavily traveled.</li> <li>➤ Outdoor bench – IWV style metal bench to withstand weather conditions for break area.</li> <li>➤ Travel – Personal development, included in her evaluation, listed a few upcoming conferences approximately \$2000 each. She would also like to send her Department Assistant.</li> </ul> <p>Allied Health – Mike Metcalf stated his supplies budget includes specific supplies needed for the Medical Assisting Classes that they were unaware of and previously funded by C6. There is an increase for ESCC due to the hospital no longer funding instructors and supplies.</p> <ul style="list-style-type: none"> <li>➤ Instructional Supplies (120100 Nursing) – Increase for LVN classes beginning January 2016 at all sites KRV, Bishop, Mammoth and IWV.</li> <li>➤ Non-Instructional Supplies (120100) - \$1500 towards office supplies for instructors- not clear.</li> </ul>

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		<ul style="list-style-type: none"> <li>➤ Travel (120100) – Increase to \$5400 for Health Careers professional conference previously paid by VTEA.</li> <li>➤ Other Equipment (120100) – Remove \$45,200 for new furnishings when Main Building is remodeled.</li> <li>➤ Fingerprinting (120100) – Programs are full, around 150 students at a cost of approximately \$55 per student.</li> <li>➤ Instructional Supplies (125000 EMT) - \$2200 order pending 3 quotes for FY 14/15. Previous supplies have come via donations of out dated materials and \$10,000 in one-time funding. We have not purchased the new required items such as the SAM pelvic device, Commercial Tourniquet device, or Hemostatic dressings which are \$75 each.</li> <li>➤ In District Travel (125000 EMT) – \$440 for Director Meetings was the only reference.</li> <li>➤ In District Travel (210400 Human Services) - \$2350 travel to all sites for 2 advisory meetings per year, meals and hotel if needed.</li> </ul> <p>Public Service – Jarrod Bowen</p> <ul style="list-style-type: none"> <li>➤ Direct Inst. Prof Expert – Increase due to special topics classes being offered (71 in Fall) 60 classes scheduled now. New MOU with Bishop and Cal City will increase Perishable Skills program as well. Revisions to Title 22 LD34 POST requirements will force more annual training.</li> <li>➤ Instruction Supplies &amp; Material - \$7000 increase in supplies due to revisions in Title 22 LD34 POST requirements. Training equipment to include AED, EpiPen, and Hemostatic Dressings (\$75 each). POST is still finalizing the training requirements. Beginning April 2015 all officers in California will need this GAP training to be completed within 2 years.</li> <li>➤ Vehicle Parts &amp; Supplies - \$500 toward repairs of two donated police vehicles not currently in use.</li> <li>➤ Contract Instruction – Based on increased number of academy’s being offered. Offering modular academy’s requires a Director and Academy Coordinator. To meet this requirement we approved and hired a part-time Academy Coordinator who also teaches on ground in Bishop.</li> </ul> <p>Public Information/External Relations – Natalie Dorrell reported the biggest increases in her budget are for the expansion into Tehachapi.</p> <ul style="list-style-type: none"> <li>➤ Non –Libr/Mags/Bks/Prdcls – New subscriptions for Tehachapi area newspapers.</li> <li>➤ Non-Instructional Supplies &amp; Materials – \$3,200 increase for re-branding supplies as needed.</li> <li>➤ Non-Instructional Supplies &amp; Materials CT – Banners, signage, posters for Tehachapi.</li> <li>➤ General Advertising CB – Bishop has more newspapers including an all Hispanic paper.</li> <li>➤ General Advertising – Fees are going up and President Board would like to see more color ads.</li> <li>➤ General Advertising CT – \$3,500 increase for Tehachapi area ads, fees are higher.</li> <li>➤ Employee Travel - \$300 increase to cover a Resource Development conference in addition to CCPRO.</li> <li>➤ Printing/Duplicating Services - Original amount covers the Community Report only. Additional amount for Strategic Plan and/or Governance Model revisions.</li> <li>➤ Other Services &amp; Expenses – Covers professional photos and Smug Mug online photo storage.</li> </ul>

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		<p>Industrial Arts – James O’Connor stated an Advisory Meeting was held with local employers such as Searle’s Valley Mineral, Geothermal Plant, Naval Base and Borax and they were all very excited about the pipe class being offered. We have been working with Sierra Sands and the high school to align their welding program with ours.</p> <ul style="list-style-type: none"> <li>➤ Instructional Supplies/Materials – Increase of \$6,500 for Pipe Welding class scheduled for Fall 2015, need welding rod and steel. Class to run every semester with 20 students and is a pathway for 2<sup>nd</sup> level degree and certificate. The new lab increased from 22 to 30 stations. Students are using more materials and the quality of their welds is improving.</li> </ul> <p>The materials fee paid by students has remained the same over the past 8 years.</p>
Future Meeting Dates		March 17, 2015
Adjourned		4:30pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 4-23-15