



Budget Development Committee Meeting Minutes

March 17, 2015

MB 350A

2:00p.m. – 5:00p.m.

Present: Gale Lebsock, Matt Jones, Heather Ostash, Corey Marvin, Tanner Barnett, Matt Crow, Crystal Leffler, Frank Timpone, Tammy Kinnan

Absent: Angela Poole

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
Opening of Meeting	Gale Lebsock	2:00p.m.
Agenda	Gale Lebsock	Gale shared an email from Valerie Karnes regarding the resource requests for the Child Development Budget.
1. Area Budget Discussion	Gale Lebsock	<p>Faculty Senate – Laura Vasquez joined the committee to discuss the increases in the budget.</p> <ul style="list-style-type: none"> ➤ Employee Travel – Reduce to \$5,780. The original request included travel for 4 people to attend 2 meetings per year. Laura reduced the request to 2 people attending twice a year. <p>Library – Julie Cornett updated the committee on the changes to the budget.</p> <ul style="list-style-type: none"> ➤ Acad Emp-Non-Instruction CI - Remove \$10,560 hiring a new librarian to cover IWV & KRV. ➤ Acad Emp-Non-Instruction CK – Remove \$30,720. ➤ Other Services & Expenses – Remove \$250 for Camtasia (verify it's in IT budget). ➤ Other Equipment – Reduce to \$23,000 to cover IWV security gates that are failing and repaired last year. A solution for the Bishop Campus security has been found. ➤ Software Lic/Maint Services – Increase to \$11, 600 for Ezproxy software upgrade, cost \$500 per year. ➤ Library Books – Increase of \$5000 for lost, damaged or uncollected books and to update collections. They would like to request the additional \$5000 only once every 5 years to maintain the library collections. ➤ Magazines & Periodicals – increase reflects price increases. ➤ Employee Travel DO – \$400 requested. There has been fewer site visits. Attending a Deans and Directors meeting over spring break in Sacramento using personal vehicle. <p>East Kern Campus – Kristin Hanle reported the majority of her increases are due to the expansion into Tehachapi.</p> <ul style="list-style-type: none"> ➤ Non-Inst Supplies & Material - \$400 increase to cover unknown expenses for Tehachapi. ➤ Employee Travel – Decrease to \$6,000 to cover Professional Development type conferences. ➤ Inst Dues/Memberships – \$390 to join Chamber of Commerce and Economic Development Group in Tehachapi. ➤ Postage - \$180 for Tehachapi estimate may be high. ➤ In-District Travel – Increase due to travel to Mojave, Tehachapi, Cal City already over budget FY14/15. ➤ Equipment – \$22,000 Vehicle request – Cost saving idea with all the travel she does as well as 2 staff members that travel twice per month. She is willing to take one of our fleet vehicles from IWV. John Daly recommended she add the cost of a new vehicle to her request.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<ul style="list-style-type: none"> ➤ Food/Meetings – She does not have a food budget for Edwards but it would be nice to be able to offer something especially moving into Tehachapi. <p>Distance Learning – Rebecca Pang reported she has eliminated some items that will be covered under a grant Mike McNair is currently working on. Gale asked her to submit a revised budget request.</p> <ul style="list-style-type: none"> ➤ All Computer Software - \$3,100 software and licensing. ➤ Employee Travel -\$5,000 to attend two national conferences. ➤ Instl Dues/Membership - \$6,025 includes \$4,000 for SARA (State Authorization Reciprocal Agreement), Slone Consortium, ITC Membership for training. ➤ Software Lic/Maint Services CI - \$300 Mike will cover ➤ Software Lic/Maint Services CL - Nothing listed on worksheet stated \$350 Mike will cover. ➤ Postage- \$350 was not addressed. ➤ Other Services & Exp - \$830 for advanced Moodle training. ➤ Other Instructional Consulting - \$4750 for online faculty training, ➤ Computer/Technology - \$5,400 Mike will cover includes desktop and laptop computers. ➤ Furniture - \$2,500, Mike will cover workstation. ➤ Other professional fees - \$8,100 Remove Mike will cover cost of \$7,500 for email target marketing database and \$600 annual subscription fee (\$50/mo.). <p>Learning Center – Bonita Robinson joined the committee to discuss increased in the budget.</p> <ul style="list-style-type: none"> ➤ Acad Emp-Non-Instl – Trying to equalize services at KRV, Bishop and Mammoth, does not know library situation as far as sharing library/LAC duties. ➤ Non-Inst Students – Salary increase in 2016 for lab aids and adding back Friday service at IWV/KRV. ➤ Classified temp – LAC tech at KRV– students having to wait 2 weeks for proctored exam. Inge is the only one available. Proposing a 19 hour per week temp (not on our worksheet) ➤ Non-Inst Supplies – Basic supplies for KRV. ➤ Non-Inst Supplies IWV – Decrease to \$700 – included other sites originally, forgot to revise. ➤ Travel – LAC coordinator 6 trips to each site for one year. (not on request) <p>Additional Requests - Adjunct Faculty at all sites for supervision of GED prep courses provided in a computer lab.</p> <ul style="list-style-type: none"> ➤ \$5440 - Bishop and Mammoth. ➤ \$2720 – CE/LAC/lab ➤ \$2720- KRV ➤ \$3,000 – Tutor Track software to help track students. <p>ESCC requested the big stand up banners like CTE purchased.</p> <ul style="list-style-type: none"> ➤ \$500 – CB/CM <p>Non-Inst Supplies for expansion into Tehachapi and South East Kern.</p> <ul style="list-style-type: none"> ➤ \$260

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<p>Information Technology – Mike Campbell joined the committee to discuss the increases in the budget. Mike stated he will be applying for the Distance Ed Learning Technology Grant that he believes we qualify for the grant can cover ITV equipment up to \$550,000.</p> <ul style="list-style-type: none"> ➤ Inst Supplies – \$226,500 requested to replace 134 lab computers mostly at ESCC, 45 staff and faculty replacements. Working on a possible upgrade that will extend 3 to 4 years pending cost information. ➤ Employee Travel - \$5,000 to attend Edge conference. ➤ Additions to Buildings - \$10,000 to address wiring deficiency in labs (not Main Building) areas where we have hubs. ➤ Computer/Tech Equip. - \$230,000 reduce by \$45,000 (used instructional equipment funds this year to cover east wing upgrade \$25,000 and \$20,000 in core network switches) The ITV Codec is no longer supported beginning July 1. The equipment is too old to buy a support contract. Currently there is no back up Codec and could result in class cancelation. If we fund one room completely he will have a spare. \$120,000 would cover 4 rooms where we decide we need them. Mike recommends we fund at least one so he has a spare in case equipment fails. <p>Maintenance & Operations – John Daly joined the committee to discuss increase in the budget.</p> <p>MOG</p> <ul style="list-style-type: none"> ➤ \$4,000 requested for chipper to create our own mulch and conserve water. ➤ \$4,500 request for 3 new Rain Bird timers, some areas are not automated. They are in the process of converting those areas and replacing the drip line with bubblers. ➤ \$3,600 request for spare mower reels. We have to send them to Bakersfield for sharpening, time consuming process, used primarily on Baseball field. Turnaround time approx. 30 days. ➤ \$6,000 request for dump trailer. The stake bed truck is old and it's time to surplus. The Ranger is not powerful enough to pull. We do have the F150 that would work. ➤ \$27,500 requested for additional VFD pump for main side of campus. We have added one to the Baseball field area. Possible MOM funding. ➤ Clay for baseball infield has been done this year. <p>MOD</p> <ul style="list-style-type: none"> ➤ \$25,000 request for new truck. Would like ¾ ton truck to haul scissor lift to ESCC, and pull dump trailer. Applying to Kern County Air Pollution for grant. GSA list provides vehicles at discounted prices. <p>MOF</p> <p>John identified items that were requested but not sure of the funding source. See page 51.</p> <ul style="list-style-type: none"> ➤ Orchestra chairs \$12,235 is for 35 chairs. <p>Event support items – committee can review on page 51.</p> <ul style="list-style-type: none"> ➤ 8' tables, round tables w/cart, chair w/rack, canopies, table clothes, coolers/cart. <p>Furniture requested – see page 51.</p> <ul style="list-style-type: none"> ➤ KRV furniture for classrooms does not include specialty benches for science. ➤ KRV monument sign has been included in the remodel project. ➤ KRV Student Lounge furniture. ➤ Art furniture for Mammoth remodel lab includes stools. ➤ Art furniture for Bishop – John would like confirmation there is a need.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<p>MOS</p> <ul style="list-style-type: none"> ➤ \$11,200 for 30 new two way radios. ➤ \$7,600 new golf cart for security, contract with TOSS states we will provide the cart. <p>MOC</p> <ul style="list-style-type: none"> ➤ \$6,050 new scrubber ours is really old, parts are hard to find. ➤ Reduce Maintenance and repair supplies to \$18,000. <p>MOV</p> <ul style="list-style-type: none"> ➤ \$45,800 for 4 golf carts and one larger transport utility cart. ➤ \$34,000 to replace two '04 Camry have close to 200,000 miles. <p>MOB</p> <ul style="list-style-type: none"> ➤ Bishop is asking for Storage shed, doesn't think they need just need to organize shed. ➤ Mammoth is asking for storage shed for snow blower, needs to be moved out of current indoor location \$5,000 estimate. ➤ Bishop signage for community room – John thinks other funding is available asking for \$2,000. <p>MOM</p> <p>John mentioned some projects that will be vetted through the Facilities Committee for MOM funding.</p> <ul style="list-style-type: none"> ➤ Paint all exterior trim. ➤ Reinsulate auto shop at M&O. ➤ KRV requested a monument sign \$6,500 this will probably be included in the remodel. ➤ Welding lab project done – added water line and outlets, Mike McNair provided funding source. ➤ Replace sinks in science lab. ➤ Science would like washer and dryer installed to wash lab coats. ➤ \$185,000 Child Care renovation.
Future meeting dates		<p>March 25, 2015 March 26 March 30 April 1</p>
Adjourned		5:00pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 4-23-15