



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"> • Follow-up to be completed after 17/18 budget development. <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"> • Heather confirmed we can reduce request to \$300 for retrofit soccer. <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"> • There will be a group discussion in the future regarding costs related to prison instruction. <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"> • Corey confirmed the LAC no longer needs the \$3,400 requested for proctoring/headphones.
4. Updates: <ol style="list-style-type: none"> a. Updated Revenue/Expense b. 2017- 2018 Budget Committee Recommended Adjustments c. Responses to previous questions <ul style="list-style-type: none"> ○ Soccer Goals ○ KRV Banners ○ Library Magazine/Periodical Increases 	Lisa Couch/Committee	<ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • Increase 400SF1 - \$2,000 for Faculty Senate to send additional person to Spring Plenary Session. • Increase 411PU1 - \$100,000 for KCSD Rental associated with ISAs. • Increase 41EHP1 - \$5,858.20, 1419 CHONOR stipend added back to correct error. b. Lisa provided an updated list of the recommended adjustments as of 3/28/17. c. Lisa discussed the responses she received regarding the following budget requests: <ul style="list-style-type: none"> • 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. • 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

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		<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"> • 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.
<p>5. Presentations</p> <ul style="list-style-type: none"> ○ John Daly ○ Mike Campbell 	<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"> • 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. 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. <p><i>Action: Lisa will review historical locksmith expenditures.</i></p> <ul style="list-style-type: none"> • MOC – Requesting new carpet cleaner, current machine leaves lines and is not fixable. New scrubber for gym floor. • 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. • 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. • 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. • 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. <p>John discussed the Additional Resource Requests with the committee.</p> <ul style="list-style-type: none"> • \$15,000 – industrial tree shredder M&O would use to make mulch for tree rings and planters to help provide water conservation. This is a nice to have. • \$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. • \$4,000 – Bishop sink/counter in student lounge was removed. Students should be able to utilize kitchen area. • \$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. • \$25,000 – M&O Auto/Equipment repair shop insulation is falling down. • \$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.

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		<ul style="list-style-type: none"> • \$1,500 – Remove request to replace existing cigarette/trash bins at Mammoth, nice to have. • \$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. <p>Mike Campbell joined the committee to review the IT (406IT1) and Additional Resource budget requests.</p> <ul style="list-style-type: none"> • 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. • 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. • Remove \$10,000 request from Math Department instructional equipment, duplicate in the IT resource plan. • \$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.
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