



Budget Development Committee Meeting Minutes

March 7, 2018

EW 207

2:00 p.m. – 4:00 p.m.

Present: Lisa Couch, Frank Timpone, Debbie Gregory, Matt Crow, Matt Jones, Kristie Nichols, Katie Bachman, Crystal Leffler

Absent: Corey Marvin, Heather Ostash, Susanna Ramirez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	2:00p.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Action Items and Meeting Minutes from 2-28-18	Lisa Couch	<p>Review of Action Items. Minutes approved with no changes.</p> <p><b>Action: Lisa will keep the committee up to date on the Governors new budget proposal.</b> – Nothing new to report.</p> <p><b>Action: Lisa will post information to group and documents used by DWBC subgroup.</b> – Lisa will post to group.</p> <p><b>Action: Corey will confirm if Faculty Chairs and Deans have reviewed the Rubric</b> – Matt Crow indicated the Rubric has not been presented to Faculty Chairs. Follow-up with Corey to add as agenda item for feedback.</p> <p><b>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</b></p> <ul style="list-style-type: none"> <li>• There will be a group discussion in the future regarding costs related to prison instruction.</li> </ul>
4. Participatory Governance	Lisa Couch/Committee	<p>Lisa provided a copy of the revised Appendix C for the Budget Committee to review. Based on our conversation Lisa updated the Composition and added language to the Evaluation and Assessment on our Internal evaluation process.</p> <p><b>Action: Lisa will forward the updated PG Appendix C to Jill Board.</b></p>
5. Distribution of Materials <ul style="list-style-type: none"> <li>• Resource Request Rubric</li> <li>• GU001 Account Balances as of 2/28/18</li> <li>• Summary of Request (2 versions)</li> <li>• 2017-18 vs 2018-19 Initial Request</li> </ul>	Lisa Couch/Committee	<ul style="list-style-type: none"> <li>• Lisa provided the committee with a copy of the Resource Request Rubric.</li> <li>• Lisa provided the Account Balance Report as of 2/28/18. The report excludes permanent labor and benefits.</li> <li>• Lisa provided the committee with two different versions of the 18-19 Budget Request Summary and historical data for review.</li> <li>• Lisa provided the Initial Budget Requests for 17-18 and 18-19 for the committee to review and compare. The annual budget comparison shows Permanent labor is a significant piece of the budget.</li> </ul>
6. Updated 2018-19 GU001 Revenue/Expense Estimates.	Lisa Couch	Lisa reviewed the updated 18-19 GU001 Estimates as of 3/7/2018. There were two updates: one to the reserve and one to reflect the addition of Temporary Labor Benefits.

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<p>7. Resource Request Presentations/ Budget Request Review</p> <p>a. Marketing</p>	<p>Committee/Natalie Dorrell</p>	<p>Natalie Dorrell joined the committee to discuss the Marketing Resource Requests.</p> <p>a. Natalie reviewed the 18-19 PIO/Marketing Resource Plan with the committee. Natalie clarified the following increases and decreases in her request:</p> <ul style="list-style-type: none"> <li>• 4313 – Decrease \$500 for each site. New cameras were located for all sites.</li> <li>• 6412- 17MCP – Increase to \$5,000 for (2) High Resolution Monitors. Previous allocation not enough to purchase three monitors with reduction to 17-18 budget.</li> <li>• 6419 –17MCP – Funds allocated for Digital Signage were used to purchase Library TV. Funding requested for Tehachapi and KRV signage.</li> </ul> <p>Based on the committees conversation with Natalie and the review of the Distance Ed and East Kern marketing requests. The committee would like to confirm with each area what they have included in the request.</p> <p>There was discussion regarding where the budget for the items included in the resource requests are. Some are included in the requestor’s budget worksheet; others may be included in the area where the resource is generated and if in neither of these, in the additional budget request worksheet. This should be discussed further in the debrief.</p> <p><i>Action: Lisa will confirm with Rebecca Pang that the \$2,500 request is to advertise in Military Magazines.</i></p> <p><i>Action: Lisa will confirm with Lisa Stephens that the \$2,000 request for advertising and the \$1,000 for GTCC Bronze membership is the same that was identified in the Marketing Resource Requests.</i></p> <p><i>Action: Lisa will follow up with Mike Campbell to discuss digital signage.</i></p> <p><i>Action: Streamline Resource Request to be added to future agenda.</i></p>
<p>8. Budget Request Review</p>	<p>Lisa Couch/Committee</p>	<p>The Committee tried applying the Rubric while reviewing the Unit Plan for the 400PRO budget. The committee was unclear on how to apply the Rubric as we reviewed the budget requests.</p> <p><i>Action: Application of Rubric to be added to next agenda.</i></p>
<p>9. Identify Additional Information Needs</p>	<p>Lisa Couch/Committee</p>	<p>No additional items identified.</p>
<p>10. Future Agenda Items</p> <ul style="list-style-type: none"> <li>• Information Technology Resource Request /Budget Request Review (March 14)</li> <li>• Maintenance &amp; Operations Resource Request Presentation/Budget Request Review (March 14)</li> <li>• Professional Development Resource Request Presentation (March 14)</li> </ul>	<p>Lisa Couch/ Committee</p>	<p>The committee has scheduled John Daly and Mike Campbell to join us on March 14<sup>th</sup> to discuss the Resource Requests.</p> <p>3:00pm – John Daly 3:35pm – Michael Campbell</p>

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11. Review of Action Items	Lisa Couch	<ol style="list-style-type: none"> <li>1. Lisa will post information to group and documents used by DWBC subgroup.</li> <li>2. Lisa will forward the updated PG Appendix C to Jill Board.</li> <li>3. Application of Rubric to be added to next agenda.</li> <li>4. Lisa will confirm with Rebecca Pang that the \$2,500 request is to advertise in Military Magazines.</li> <li>5. Lisa will confirm with Lisa Stephens that the \$2,000 request for advertising and the \$1,000 for GTCC Bronze membership is the same that was identified in the Marketing Resource Requests.</li> <li>6. Lisa will follow up with Mike Campbell to discuss digital signage.</li> <li>7. Streamline Resource Request to be added to future agenda.</li> </ol>
12. Future Meeting Dates/Times March 14, 2018 2:30pm – 4:00pm March 21, 2018 2:00pm – 4:00pm April 4, 2018 2:30pm – 4:00pm	Lisa Couch	
13. Adjourned		4:00 p.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler