Budget Development Committee Meeting Minutes
March 14, 2018
EW 207
2:30 p.m. – 4:00 p.m.

Present: Lisa Couch, Corey Marvin, Frank Timpone, Debbie Gregory, Matt Crow, Matt Jones, Kristie Nichols, Katie Bachman, Crystal Leffler
Absent: Heather Ostash, Susanna Ramirez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	2:30p.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Action Items and Meeting Minutes from 3/7/18	Lisa Couch	Review of Action Items. Minutes approved with no changes. *Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.* • There will be a group discussion in the future regarding costs related to prison instruction.

4. Updates
  a) 2018- 19 Revenue/Expense Update
  b) 2018 -19 Budget Committee Recommendation
  c) Responses to Information Requests
	Lisa Couch	a) Lisa provided a copy of the GU001 Revenue and Expense Estimates as of 3/14/18 for the committee to review.
		b) Lisa provided a summary of the recommended adjustments from our last meeting with a total reduction of $600.
		c) Lisa reviewed the responses she received via email on the following action items:
		  1. Rebecca Pang confirmed the $2,500 request in her budget was for Military Magazines and supported by other funding sources not GU001.
		  2. Michael Campbell reported the Digital Signage request of $2,100 in Natalie's PIO budget can be removed. He has included this in his Resource Plan.
		  3. Natalie Dorrell confirmed we can completely remove the request for monitors $3,600. The request was previously adjusted per 3/7/18 budget discussion.
		  4. Lisa Stephens confirmed the $2,000 was duplicated in her Budget Request and in the Additional Resource request. Lisa Couch still needs to clarify if the Bronze Membership is a duplicate.
		Action: Lisa will follow up with Lisa Stephens on the $1,000 Bronze Membership for GTCC.

5. Application of Rubric	Lisa Couch/Committee	Lisa asked Corey Marvin to review the Unit Plan template for those committee members that are unfamiliar with the form. Corey outlined the four stages in the Unit Plan that address the mission, gaps and analysis, planning and effect on resources. Corey explained the Rubric was introduced 2 or 3 years ago as tool to assist in the prioritization of budget requests. The budget worksheets are now included in the Unit Planning process and notes can be made. Corey stated conversation is important and necessary. He would like Faculty Chairs to use the Rubric as a tool to prioritize budget requests.

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6. Resource Request Presentations / Budget Request Review
   a) Maintenance & Operations (3:00pm)
   b) Information Technology (3:35pm)
   c) Professional Development
	John Daly
	Michael Campbell
	Corey Marvin
		a) John Daly joined the committee to discuss the Additional Resource Request and the M&O operating budget. The committee was provided a copy of the Facilities Resource Plan for review. John provided the following budget information:
		• $10,000 – Separation for math/writing labs – John Daly will follow up with Tyson. He may be able to use existing supplies for in house repairs at approximately $200.
		Action: Lisa will follow up with John Daly on his conversation with Tyson.
		  • $18,000 – Remove rolling gates at Bishop between LRC/Community Room – Not supported.
		  • $25,000 – Tri King mower – Ours is aging.
		  • $ 6,000 - Blades for mower – Can only be sharpened so many times.
		  • $25,000 – Auto/Equipment shop insulation – Nice to have.
		  • $ 4,000 – Classroom Lecterns for all classrooms – Supported.
		  • $10,000 – Bishop Storage shed – Nice to have.
		  • $ 4,000 – Bishop, create student lounge. – Supported, in house project.
		Action: Lisa will check with Heather to see if Student Development funds can cover project.
		  • $50,000 – Replace blinds at Mammoth – Estimate may be too low.
		  • $200,000 – Replace skylight windows over Art and Welding labs – The glass is broken and we will need to address soon to protect the integrity of the roof.
		  • MOD – 5220DT-CB – (- $2,700) Correct error.
		  • MOD – 5686 – All sites – HVAC maintenance agreements.
		  • MOC – 4315 –CM – (-$1,800) Correct error.
		  • MOM – 5683 – CM – $140,000 Carpet at Mammoth, supported.
		  • MOM- 6120 – CI - $3,000 Bike and smoking areas, supported. Look at Scheduled Maintenance Funds.
		  • MOV- 6413FA- CI – Full size truck for hauling equipment and deliveries, supported.
		
		b) Michael Campbell joined the committee to discuss the Additional Resource Requests and the IT operating budget. The committee was provided a copy of the IT Annual Resource Plan along with a summary of equipment, costs for FY18-19 and a 7-year Fiscal Cost for review. Mike discussed the following items in the Additional Resource Requests:
		  • $200 - Webcam for EK – Interactive
		  • $2,700 – IT Proctoring Stations LAC – New computers will need to be purchased.
		  • $1,300 – Printer for Tehachapi – High Capacity for in house printing.
		  • $450- IPad for Athletics – Apps are used that support athletics.
		Action: Lisa will follow-up with John McHenry to see if additional IPad is needed.
		  • $8,160 - Digital Signage Software project was a pilot project that has taken off. They would like to expand and add features. All sites are included.
		  • $42,355 – Expenses related to the move back in the main building so there is no hold up.
		  • Mike reviewed the change to a 7-year replacement plan. For 18-19, $90,830 can be funded from Instructional Equipment.
		  • IOS upgrades – Security risk, need to run IPads.

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		• His request also has $56,000 for equipment that can be funded from Instructional Equipment, for Smart Classroom and iTV. This should be the last iTV upgrade. ITV classrooms will be phased out eventually with Zoom rooms in the future that will support dual cameras and auto start. c) Corey Marvin updated the committee on the Additional Resource Requests for Professional Development. Alternate funding can cover most of the requests. Corey requested funding for Accessibility Training. • $2,500 – Train the Trainer Accessibility Awareness with WORD/PDF – No other funding available. • $2,500 – Train the Trainer with Canvas & online tools – No other funding available.
7. Budget Request Review	Committee	No action taken.
8. Identify Additional Information Needs	Lisa Couch/Committee	No additional items identified.
9. Future Agenda Items a) Streamline Resource Request Process (discussion on 3/7/18)	Lisa Couch/Committee	No additional items identified.
10. Review of Action Items	Lisa Couch	1. Lisa will follow up with Lisa Stephens on the $1,000 Bronze Membership for GTCC. 2. Lisa will follow up with John Daly's on his conversation with Tyson 3. Lisa will check with Heather to see if Student Development funds can cover project 4. Lisa will follow-up with John McHenry to see if additional IPad is needed.

11. Future Meeting Dates/Times
  March 21, 2018 2:00pm – 4:00pm
  April 4, 2018 2:30pm – 4:00pm
	Lisa Couch	March 21, 2018 2:00pm – 4:00pm
		April 4, 2018 2:30pm – 4:00pm

12. Adjourned		4:00 p.m.

Title   Lisa Couch, VP of Finance & Administrative Services   Recorder   Crystal Leffler