



Budget Development Committee Meeting Minutes

March 21, 2018

EW 207

2:00 p.m. – 4:00 p.m.

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

Absent: Corey Marvin, Susanna Ramirez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	2:00p.m.
2. Review Agenda	Lisa Couch	Agenda approved with the following changes: *Added Discussion to agenda after item #4 – DWBC Update.
3. Review of Action Items and Meeting Minutes from 3/14/18	Lisa Couch	Review of Action Items. Minutes approved with no changes. <b>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</b> <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. Updates a) 2018- 19 Revenue/Expense Update b) 2018 -19 Budget Committee Recommended Adjustments c) Other Adjustments d) Responses to Information Requests	Lisa Couch	a) Lisa provided an updated Revenue and Expense summary as of 3/21/18. There was an adjustment to permanent labor to reflect Faculty salary increases and department chair adjustments not included in the original estimates. b) Lisa provided a summary of the recommended budget adjustments. There were items removed, corrected, or moved to other funding sources. <b>Action: Lisa will provide a separate worksheet of items identified as Instructional Materials or Student Development so we can track the commitments on those funds.</b> c) \$200.00 – 418SKI - Lisa confirmed with Lisa Stephens this is a duplicate request and we can reduce \$200 from the budget request for EK. \$10,000 – Lisa confirmed with John we could remove the cost to add separations in the math and writing labs. The job can be completed in-house and M&O can absorb the minimal costs. \$4,000 – Create Student Lounge Area Bishop. <b>Action: Heather will confirm if Student Development funds can be used for Bishop student lounge.</b> \$450 – iPad – John McHenry reported an iPad was purchased and they are requesting a second one. <b>Action: Heather will check with IT to see if a repurposed iPad is available.</b>
*District Wide Budget Committee Update	Lisa Couch/Heather Ostash	Lisa and Heather provided brief updates on the progress of their sub-committees. <ul style="list-style-type: none"> <li>District Office working on creating a formal, data driven budget process.</li> <li>Establish cap on District Wide reserve levels and change Board Policy. Although it was previously shared with the committee that the DWBC was proposing an 18% cap on the District-wide reserve, no formal movement had occurred. A formal recommendation to change the Board Policy will be presented at the next Consultation Council.</li> </ul>

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5. Application of Rubric	Lisa Couch/Committee	<p>The application of the Rubric was discussed in detail and the committee agreed to streamline the form and test this year. Student Achievement, Safety, Access, Engagement, Growth &amp; Equity will be categories that any resource request should fall into. These categories will be added to the worksheets and become part of the budget request process. The preparer will select the primary category and identify the connection with data. The Rubric will be the lens or framework that provides the committee consistent criteria when evaluating budget requests. There was also discussion that the committee should have a pre-meeting to get a broad look at institutional data and the state of the college before we begin our budget conversations each year.</p> <p><b>Action: Lisa will update Rubric for our next meeting.</b></p>
6. Budget Request Review	Lisa Couch/Committee	<p>The committee reviewed the budget request worksheets.</p> <ul style="list-style-type: none"> <li>• 400PRO- 5220, Travel</li> </ul> <p><b>Action: Heather will confirm travel with Jennifer; categorical funding may cover some travel.</b></p> <ul style="list-style-type: none"> <li>• 406IT1 – 5650, Software Licenses</li> </ul> <p><b>Action: Lisa will ask Mike Campbell what software updates are included in the request.</b></p> <ul style="list-style-type: none"> <li>• 410VIO – 1419, Acad Emp – Non-Instruction \$2,500 CS/\$2,000 CT. - Inmate education orientation for faculty?</li> </ul> <p><b>Action: Lisa will confirm 1419 request in 410VIO with Corey. Also, confirm if \$200/unit faculty stipend for inmate education can be absorbed in existing adjunct budget or does this need to be an additional request.</b></p> <ul style="list-style-type: none"> <li>• 411AH1 – 2495, Skills instructor request 4313, new this year 5220, new this year</li> </ul> <p><b>Action: Lisa will follow-up with Matt Wanta on his budget requests.</b></p> <p><b>Action: Lisa will ask HR about in-house fingerprinting for nursing students.</b></p> <ul style="list-style-type: none"> <li>• 411IL1 – Committee would like to review program data.</li> </ul> <p><b>Action: Lisa will request program data from Industrial Arts.</b></p> <ul style="list-style-type: none"> <li>• 415BI1 – 5691, Maintenance Contract \$8,500 requested.</li> </ul> <p><b>Action: Crystal will review Bishop well expenses to determine if under budget.</b></p> <ul style="list-style-type: none"> <li>• 418KV1 -Flat Screen TV - \$1,500 - Copier - \$7,000 – See 418SK1. - Classroom &amp; Office Furniture - \$7,500– Moved to Measure J pending overall campus review.</li> </ul> <p><b>Action: Lisa will confirm Flat Screen TV is for digital display. If so, duplicate request.</b></p> <ul style="list-style-type: none"> <li>• 418SKI – Lisa Stephens has added two additional items. -\$2,000 for 2019 Graduation ceremony for CT/CS. -\$2,500 for EK outreach Senior Day held in spring on campus. -\$7,000 – Copier – There was discussion regarding the \$7,000 copier request. The bulk of the inmate education copies will still be done here. Although there is still a need to have a copier at the campus. There was discussion of lease vs purchase for both the copier at KRV and EK. The large copier at Ridgecrest is approximately \$35,000. It is not included in this year’s requests although Debbie indicated it should be replaced now.</li> </ul>

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		<p>-\$17,750 – Furniture – Although not included in general unrestricted funds (mostly through Measure J or in process with existing furniture) some areas may still need to be considered, such as seating for a student lounge estimated at \$3,000.            -Flat Screen TV - \$1,500</p> <p><i>Action: Lisa will confirm graduation party plans with Lisa Stephens.</i>  <i>Action: Heather will talk to Christine about using Promise grant funds for Senior Day.</i>  <i>Action: Heather will confirm if Student Development funds can cover some of the furniture at CT.</i>  <i>Action: Lisa will review lease options for copiers.</i>  <i>Action: Heather will confirm if categorical funding can be used for copiers.</i>  <i>Action: Lisa will confirm Flat Screen TV is for digital display. If so, duplicate request.</i></p>
7. Identify Additional Information Needs	Committee	No additional items identified.
8. Future Agenda Items a. Streamline Resource Request Process (discussion on 3/7/18)	Lisa Couch/Committee	No additional items identified.
9. Review of Action Items	Lisa Couch	<ol style="list-style-type: none"> <li>1. Lisa will provide a separate worksheet of items identified as Instructional Materials or Student Development so we can track the commitments on those funds.</li> <li>2. Lisa will ask Mike Campbell what software updates are included in the request.</li> <li>3. Lisa will update Rubric for our next meeting.</li> <li>4. Lisa will confirm 1419 request in 410VIO with Corey. Also, confirm if \$200/unit faculty stipend for inmate education can be absorbed in existing adjunct budget or does this need to be an additional request.</li> <li>5. Lisa will follow-up with Matt Wanta on his budget requests.</li> <li>6. Lisa will ask HR about in-house fingerprinting for nursing students.</li> <li>7. Lisa will request program data from Industrial Arts.</li> <li>8. Lisa will confirm Flat Screen TV is for Digital Display. If so, duplicate request CK/CS.</li> <li>9. Lisa will confirm graduation party plans with Lisa Stephens</li> <li>10. Lisa will review lease options for copiers.</li> <li>11. Heather will confirm if Student Development funds can be used for Bishop student lounge.</li> <li>12. Heather will check with IT to see if a repurposed iPad is available.</li> <li>13. Heather will confirm travel with Jennifer; categorical funding may cover some travel.</li> <li>14. Heather will talk to Christine about using Promise grant funds for Senior Day.</li> <li>15. Heather will confirm if Student Development funds can cover some of the furniture at CT.</li> <li>16. Heather will confirm if categorical funding can be used for copiers.</li> <li>17. Crystal will review Bishop well expenses to determine if under budget.</li> </ol>
10. Future Meeting Dates/Times April 4, 2018 2:30pm – 4:00pm Week of April 16 Week of April 23	Lisa Couch	<p>We will be reviewing the calendars to schedule a meeting during the week of April 16<sup>th</sup> and April 23, 2018.</p> <p>April 4, 2018 2:30pm – 4:00pm</p>
11. Adjourned		4:00 p.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler