



Budget Development Committee Meeting Minutes

April 4, 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.
3. Review of Action Items and Meeting Minutes from 3/21/18	Lisa Couch	<p><i>Review of Action Items.</i></p> <p><b><i>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.</i></b></p> <ol style="list-style-type: none"> <li><b><i>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. See 5.</i></b></li> <li><b><i>2. Lisa will ask Mike Campbell what software updates are included in the request. See 5d.</i></b></li> <li><b><i>3. Lisa will update Rubric for our next meeting. See 4.</i></b></li> <li><b><i>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. See 5d.</i></b></li> <li><b><i>5. Lisa will follow-up with Matt Wanta on his budget requests.</i></b></li> <li><b><i>6. Lisa will ask HR about in-house fingerprinting for nursing students. See 5d.</i></b></li> <li><b><i>7. Lisa will request program data from Industrial Arts. See 5d.</i></b></li> <li><b><i>8. Lisa will confirm Flat Screen TV is for Digital Display. If so, duplicate request CK/CS. See 5d.</i></b></li> <li><b><i>9. Lisa will confirm graduation party plans with Lisa Stephens. See 5d.</i></b></li> <li><b><i>10. Lisa will review lease options for copiers.</i></b></li> <li><b><i>11. Heather will confirm if Student Development funds can be used for Bishop student lounge.</i></b></li> <li><b><i>12. Heather will check with IT to see if a repurposed iPad is available.</i></b></li> <li><b><i>13. Heather will confirm travel with Jennifer; categorical funding may cover some travel.</i></b></li> <li><b><i>14. Heather will talk to Christine about using Promise grant funds for Senior Day.</i></b></li> <li><b><i>15. Heather will confirm if Student Development funds can cover some of the furniture at CT.</i></b></li> <li><b><i>16. Heather will confirm if categorical funding can be used for copiers.</i></b></li> <li><b><i>17. Crystal will review Bishop well expenses to determine if under budget. See 5d.</i></b></li> </ol>

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4. Rubric	Lisa Couch/Committee	<p>The committee reviewed the updated Rubric and discussed the 6 primary categories of focus. The category descriptions address gaps, improvements and enhancements but nothing about maintaining a current program or area. The committee discussed how the Rubric would tie to the M&amp;O and IT budget requests and agreed to add another primary focus category for “Infrastructure”. The Rubric will be revised so each one of the categories improves or maintains something and an additional primary category will be added for Infrastructure.</p> <p><b>Action: Lisa will revise the Rubric with the agreed changes.</b></p>
5. Updates a) 2018-19 Revenue/Expense Update b) 2018-19 Budget Committee Recommended Adjustments c) Other Adjustments d) Responses to Information Requests	Lisa Couch/Committee	<p>a) Lisa provided the 18/19 GU001 estimates as of 4/4/18. The estimates reflect an increase in revenue from our final allocation and new local revenue for next year.</p> <p>b) Lisa provided a summary of the recommended budget adjustment from 3/21 meeting.</p> <p>c) Lisa provided a breakdown of items that have been identified as Instructional Materials or Student Development funding.</p> <p>d) Lisa provided the following responses to requests she received:</p> <ul style="list-style-type: none"> <li>• 406IT1 – 5650, Software Licenses - \$35,000. <i>Mike Campbell reported some iTV rooms are coming off maintenance agreements previously included and expecting price increases.</i></li> <li>• 411AH1 – HR in-house fingerprinting for nursing students. <i>HR is not aware of any discussion but looking into it. There would still be a cost for background check.</i></li> <li>• 411IL1 – Committee would like to review program data. <i>The faculty chair reported in 16/17, 16 sections and 17/18, 15 sections. The number of students served for programs which supplies are tied was not provided. The committee agreed to ask Dean Kane to review the budget request and provide additional information that would affect request.</i></li> <li>• 415BI1 – 5691, Maintenance Contract \$8,500 requested. <i>Crystal confirmed 16/17 budget was an accounting issue. The committee reviewed historical data and agreed to decrease request by \$500.</i></li> <li>• 418KV1 - Flat Screen TV - \$1,500. <i>Mike Campbell confirmed item covered, remove request.</i></li> <li>• 418SKI —\$2,000 for 2019 Graduation ceremony for CT/CS. <i>Lisa Stephens would like food, decorations, cap, gown, stage, fake plants to make festive for 2 locations CS/CT.</i></li> <li>• \$42,355, IT Additional Resource Request. <i>Heather confirmed they do not need a copier for student services. Reduce by \$6,000.</i></li> </ul> <p><b>Action: Lisa will follow-up with Heather to see if Guided Pathways funding can support graduation.</b></p> <ul style="list-style-type: none"> <li>• 410VI0 – 1419, Acad Emp – Non-Instruction \$2,500 CS/\$2,000 CT. <i>Corey confirmed stipend for inmate education orientation. Part of goals to increase productivity for FTES.</i></li> </ul> <p><b>Action: Lisa will confirm with Heather if Equity funding can be used to support non-instruction stipend for Inmate Ed orientation.</b></p>
6. Budget Request Review	Lisa Couch/Committee	The committee reviewed the following budget requests:

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		<ul style="list-style-type: none"> <li>• 41CLD1 – 5220, \$4,500 - 5650. \$4,000 – Ally Subscription can be removed. OEI will support.</li> </ul> <p><i>Action: Corey will follow-up on travel request for Distance Ed.</i></p> <ul style="list-style-type: none"> <li>• 41ELS0 – 5220, \$8,000 – Temp increase for needed training first couple of years.</li> <li>• 410VIO – 5220DT, CS, CT, CK, CM, CB. Corey reviewed; remove site travel. Increase 5220DT- CI to \$300.</li> <li>• 41EHP1 – 1419, \$5,000 – Special comp for Honors contract. Fewer contracts reduce to \$3,000. - 1419, \$7,500 – PTK Stipends.</li> </ul> <p><i>Action: Corey will confirm Honor contracts and stipends.</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	<p><i>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.</i></p> <p><i>Action pending 3/21/18:</i></p> <ol style="list-style-type: none"> <li>1. <i>Lisa will follow-up with Matt Wanta on his budget requests.</i></li> <li>2. <i>Lisa will review lease options for copiers.</i></li> <li>3. <i>Heather will confirm if Student Development funds can be used for Bishop student lounge.</i></li> <li>4. <i>Heather will check with IT to see if a repurposed iPad is available.</i></li> <li>5. <i>Heather will confirm travel with Jennifer; categorical funding may cover some travel.</i></li> <li>6. <i>Heather will talk to Christine about using Promise grant funds for Senior Day.</i></li> <li>7. <i>Heather will confirm if Student Development funds can cover some of the furniture at CT.</i></li> <li>8. <i>Heather will confirm if categorical funding can be used for copiers.</i></li> </ol> <p><i>Action items 4/4/18</i></p> <ol style="list-style-type: none"> <li>1. <i>Lisa will revise the Rubric with the agreed changes</i></li> <li>2. <i>Lisa will follow-up with Heather to see if Guided Pathways funding can support graduation.</i></li> <li>3. <i>Lisa will confirm with Heather if Equity funding can be used to support non-instruction stipend for Inmate Ed orientation.</i></li> <li>4. <i>Corey will follow-up on travel request for Distance Ed.</i></li> <li>5. <i>Corey will confirm Honors contracts and stipends.</i></li> </ol>
10. Future Meeting Dates/Times April 18 2:30pm – 5:00pm Week of April 23	Lisa Couch	The next meeting is scheduled for April 18 from 2:30pm – 5:00pm
11. Adjourned		4:00 p.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler