



Budget Development Committee Meeting Minutes

April 18, 2018

EW 207

2:30 p.m. – 5:00 p.m.

Present: Lisa Couch, Heather Ostash, Corey Marvin, Frank Timpone, Debbie Gregory, Matt Crow, Katie Bachman, Crystal Leffler

Absent: Matt Jones, Kristie Nichols, Susanna Ramirez

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	2:30p.m.
2. Review Agenda	Lisa Couch	Agenda approved. <i>Numbering off on agenda.</i>
3. Review of Action Items and Meeting Minutes from 4/4/18	Lisa Couch	<p><i>Review of Action Items.</i></p> <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> The Academic Senate is recommending a committee on inmate education and this will hopefully address a broad range of topics, including cost.</p> <p><i>Action pending 3/21/18:</i></p> <ol style="list-style-type: none"> <i>1. Lisa will follow-up with Matt Wanta on his budget requests. See 5d.</i> <i>2. Lisa will review lease options for copiers.</i> Lisa provided purchase vs lease options for the large and small copiers. The large copier is \$33,000 to purchase or we can lease for \$510/month for 5 years with 10% buyout, making the lease option approximately \$3 - \$4000 more than the purchase price of \$33,000. Maintenance agreements are not included with purchase or lease. Small copiers can be purchased for approximately \$6,300 and lease price is approximately \$1,700 more. The committee agreed to purchase a new large copier for IWV and new small machines for CT/CK. This decision was due to the age of our existing machine and the unknown effects of the new funding formula. <i>3. Heather will confirm if Student Development funds can be used for Bishop Student lounge. See 5d.</i> <i>4. Heather will check with IT to see if a repurposed iPad is available. See 5d</i> <i>5. Heather will confirm travel with Jennifer; categorical funding may cover some travel. See 5d.</i> <i>6. Heather will talk to Christine about using Promise grant funds for Senior Day. See 5d.</i> <i>7. Heather will confirm if Student Development funds can cover some of the furniture at CT. See 5d.</i> <i>8. Heather will confirm if categorical funding can be used for copiers. Heather reported categorical funding can only be used to purchase technology for student use.</i> <p><i>Action items 4/4/18</i></p> <ol style="list-style-type: none"> <i>1. Lisa will revise the Rubric with the agreed changes.</i>

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		<p>2. Lisa will follow-up with Heather to see if Guided Pathways funding can support graduation. See 5d.</p> <p>3. Lisa will confirm with Heather if Equity funding can be used to support non-instruction stipend for Inmate Ed orientation. Heather reported Equity could pay 30%.</p> <p>4. Corey will follow-up on travel request for Distance Ed. See 5d.</p> <p>5. Corey will confirm Honors contracts and stipends.</p>
4.		
<p>5. Updates</p> <p>a) 2018-19 Revenue/Expense Update</p> <p>b) 2018-19 Budget Committee Recommended Adjustments</p> <p>c) Other Adjustments</p> <p>d) Responses to Information Requests</p>	<p>Lisa Couch/Committee</p>	<p>a) Lisa provided the 18/19 GU001 estimates as of 4/14/18. The estimates reflect a slight increase in permanent labor for benefits not covered by other funding source. The resource analysis request and adjusted budget requests were adjusted to reflect all changes. The adjunct overload including benefits was increased to add inmate Ed stipend. There was an increase of approximately 1.7 million to our reserve. The 16/17 final carryover reallocation of reserve included one time BFAP redistribution, and allocated growth for 15/16 an 16/17. Breakage was reduce and we have one faculty leaving early mid-year.</p> <p>Action: Lisa will confirm if faculty leaving mid-year is included in the budget.</p> <p>b) Lisa provided a summary of the recommended budget adjustments that took place since 4/4/18. This includes the increase to 410V10 for inmate education stipend per negotiated agreement.</p> <p>c) Lisa reported an adjustment to 430UT1- Utilities increase natural gas 5520 to \$15,000. This was previously reduced thought to be due to main building construction but meter was not working. The Athletics budget worksheets were adjusted to include coaching compensation and benefit changes of approximately \$6,600. There were no other funding changes.</p> <p>d) Responses to information were discussed by the committee:</p> <ul style="list-style-type: none"> • 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> Heather reported Guided Pathways cannot fund. Reduce to \$500 on GU001. <ul style="list-style-type: none"> - \$2,500 for EK Senior Day. Heather confirmed Promise Grant funding, remove request. <ul style="list-style-type: none"> - \$17,750 – Furniture, Seating for student lounge approx. \$3,000. Heather confirmed Student Development funding for student lounge seating for Tehachapi. • \$4,000 for sink plumbing, Bishop Student Lounge in Additional Resource Requests. Heather reported no additional Student Development funding would be provided. They have already provided funding for a microwave and small refrigerator. Decision made not to support. • \$450 – Athletics iPad in Additional Resource Request. Heather confirmed iPad can be removed. Mike Campbell has one he can repurpose. • 400PRO – 5220, \$15,000 – Heather reported there is categorical funding that may be available to cover part of the Presidents travel, reduce by \$2,000.

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		<p>The committee discussed the difficulty in trying to identify travel that may fit into a special funding category.</p> <p>Action: Lisa will bring list of travel budget requests to identify funding sources.</p> <ul style="list-style-type: none"> • 411AH1 – 2495, Professional Expert for EMT. Lisa confirmed with faculty chair and Dean these costs are related to a mandated student to faculty ratio. They have been unable to find qualified individuals to fill positions. <ul style="list-style-type: none"> - 4313, \$1,200 CPR cards. No other funding available, GU001 expense. - 4313, \$300, program expansion, move to Strong Workforce funding. -5220, \$7,000 - \$1,500 supported by GU001. Lisa confirmed with faculty chair and Dean all travel, including request in 5220DT, for LVN/CAN, can be funded by either VETA or Strong Workforce. • 41CDL1 – 5220, \$4,500 – Corey confirmed travel with Rebecca. Reduce to \$2,000.
6. Budget Request Review	Lisa Couch/Committee	<p>The committee reviewed the following budget requests:</p> <ul style="list-style-type: none"> • 41ELC1 – 1340, \$9,420 – CB/CM – LAC Tutors. Corey would like to maintain the \$7,438.65 supported by GU001 and look at Sunset or Faulk Family funds for 18/19. <p>Action: Corey will follow-up on Faulk Family or Sunset as possible funding sources for LAC support.</p> <ul style="list-style-type: none"> • 41ELI1 – 5220, \$4,000 – Travel not supported in Section and Division plan. Refer to Dean of Instruction with conference plan and funding. <ul style="list-style-type: none"> - 6310. \$14,000 – Library books. Funded from Instructional Equipment. • 41EPH1 – Need information on maintenance and repairs given past spending. <p>Action: Lisa will request addition information on PE/Health equipment maintenance.</p> <ul style="list-style-type: none"> • 41ESC1 – Science, 4310 – Move one-time replacement items to Instructional Equipment funding. • 41ESS1 – No changes. • 41EVP1 – No changes. • 420VS0 – 5220, \$5,500 – Reduce travel to \$2,500. • 424AR1 – No changes. • 424FA1 – 5220, \$4,000 – Reduce travel to \$2,000. Guided Pathways or Promise Grant can fund some travel. <ul style="list-style-type: none"> - 2392, \$10,000 – Work-study. <p>Action: Heather will check with Tiffany to see if work-study funds can be reduced.</p> <ul style="list-style-type: none"> • 424VA1 – No changes. • 42BSA1 – No changes. • 42FCG1 – No changes. • 42FTC1 – No changes. • 42GAT0 - \$8,000 for Club car or Gator was not included in supported requests at Division level. Carts will be available to repurpose after we move into main building. <p>A question was raised regarding the donations made on behalf of Athletics in previous years. Lisa indicated she was told that we would not be receiving support in 18-19.</p>

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
		<p>Action: Heather will talk to John McHenry about Booster support for 18/19.</p> <ul style="list-style-type: none"> • 42GAM1 – Discussion pending. <p>Action: Heather will confirm all of athletics uniform and equipment needs with John McHenry.</p> <ul style="list-style-type: none"> • 430BS0 – 5220 CT/CS- Reduce by \$25 each site. • 430PS1 – Increase \$34,000 to add new copy machine per our discussion. - 4314, Paper, Increase by \$1,000. • 430RE1 – No changes. • 430UT1 – 5520- CI, Increase request to \$30,000 per discussion. - 5540 – CI, Increase due to annual sewer fees. - 5540 - CB, Vendor price increase on bottled water. • 437MOD – No changes. • 437MOB – No changes. • 437MOC – No changes. • 437MOM – No changes. • 437MOV – No changes. • 43HMOS - No changes.
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>Action items 4/4/18</p> <ol style="list-style-type: none"> 1. Lisa will revise the Rubric with the agreed changes. 2. Corey will confirm Honors contracts and stipends. <p>Action items 4/18/18</p> <ol style="list-style-type: none"> 1. Lisa will confirm if faculty leaving mid-year is included in the budget. 2. Lisa will bring list of travel requests to identify funding sources. 3. Corey will follow-up on Faulk Family or Sunset as possible funding sources for LAC support. 4. Lisa will request addition information on PE/Health equipment maintenance. 5. Heather will check with Tiffany to see if work-study funds can be reduced. 6. Heather will talk to John McHenry about Booster support for 18/19. 7. Heather will confirm all of athletics uniform and equipment needs with John McHenry.
10. Future Meeting Dates/Times April 23 2:00pm – 5:00pm Week of April 30	Lisa Couch	<p>April 23 from 2:00pm – 5:00pm in LRC 733. April 30 from 2:00pm – 5:00pm in EW 207.</p>
11. Adjourned		5:00 p.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler