



Budget Development Committee Meeting Minutes

April 23, 2018

LRC 733

2:00 p.m. – 5:00 p.m.

Present: Lisa Couch, Heather Ostash, Corey Marvin, Frank Timpone, Debbie Gregory, Matt Crow, Katie Bachman, Matt Jones, Crystal Leffler, Sawyer Chrisman student for Susanna Ramirez

Absent: Kristie Nichols

| TOPIC | FACILITATOR | SUMMARY/ FOLLOW-UP |
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| 1. Opening of Meeting | Lisa Couch | 2:00p.m. |
| 2. Review Agenda | Lisa Couch | Agenda approved. |
| 3. Review of Action Items and Meeting Minutes from 4/18/18 | Lisa Couch/Committee | <p><i>Review of Action items:</i></p> <p>Action items 4/4/18</p> <p>1. Lisa will revise the Rubric with the agreed changes. On Agenda for April 30.</p> <p>2. Corey will confirm Honors contracts and stipends. Due to number of contracts by semester and new Honors courses, Corey recommends there be no adjustment to the budget request.</p> <p>Action items 4/18/18</p> <p>1. Lisa will confirm if faculty leaving mid-year is included in the budget. Lisa confirmed faculty leaving has been included in the budget for half of the year.</p> <p>2. Lisa will bring list of travel requests to identify funding sources. See 6.</p> <p>3. Corey will follow-up on Faulk Family or Sunset as possible funding sources for LAC support.</p> <p>4. Lisa will request addition information on PE/Health equipment maintenance. See 4e.</p> <p>5. Heather will check with Tiffany to see if work-study funds can be reduced. Heather confirmed Tiffany would like to retain budget as is since Federal Work Study is going down next year.</p> <p>6. Heather will talk to John McHenry about Booster support for 18/19.</p> <p>7. Heather will confirm all of athletics uniform and equipment needs with John McHenry. See 4e.</p> |
| 4. Updates a) 2018-19 Revenue/Expense Update b) 2018-19 Budget Committee Recommended Adjustments c) 2018-19 Recommendations for other Funding Sources d) Other Adjustments e) Responses to Information Requests | Lisa Couch | <p>a) Lisa provided the 18/19 GU001 estimates as of 4/23/18.</p> <p>b) Lisa provided a summary of the recommended budget adjustments from 4/18/18.</p> <p>c) Lisa provided a summary of items that the committee has recommended for other Funding Sources.</p> <p>d) No other adjustments were discussed.</p> <p>e) Responses to information was discussed by the committee:</p> <ul style="list-style-type: none"> • Lisa followed-up with Kim Kelly on the PE/Health budget request for equipment maintenance. Kim stated the increase is for equipment inspections and maintenance. <p>Action: Corey will have Stephanie follow-up on the amount of maintenance contracts for PE equipment.</p> <ul style="list-style-type: none"> • Heather reviewed the uniform cycles and equipment needs for our athletic teams. She provided annual consumable costs for each sport. Due to introducing new sports in 16/17, many uniforms |

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| | | <p>were purchased putting us on a replacement cycle where many sports are due for replacement at the same time. We may need to address to stager uniforms. There will be some need for replacements or new uniforms as players are added. The quality of the uniforms should also be considered.</p> <p>Baseball – No adjustment. Under budget but can use Club account. 18/19 not recommending uniforms. Uniforms purchased in 14/15. Currently 30 players can be up to 40.</p> <p>Basketball – No adjustment. Uniforms purchased in 16/17, 18 player.</p> <p>Softball – No adjustment. Uniforms purchased in 16/17. Currently only uniforms for 12 players. Will need 4 -5 more if successful recruitment. The \$2,000 for Safe play fence is one-time expense.</p> <p>Soccer – Reduce supplies to \$3,500. Uniforms purchased in 16/17, 22 players. Scoreboard for \$4,000 supported by committee.</p> <p>Volleyball – No adjustment. Uniforms need to get on replacement cycle after inventory. Suggest 3-year replacement plan.</p> |
| 5. Budget Request Review | Lisa Couch/Committee | <p>The committee reviewed the Additional Resource Request and discussed the following:</p> <ul style="list-style-type: none"> • \$1,300 for Printer/finisher for CT. We identified at our last meeting funding a copier. • \$36,355 previously reduced from \$42,355 – Color copier for Student Services needed for pathways and transfer document printing for students. They are easier to read and understand. Big projects would go to print shop. • \$18,000 – Remove rolling gate for Bishop LRC. • \$25,000 – Tri King Reel Mower. The committee would like to know mower life and reel costs. • \$6,000 – Blades for mower. <p><i>Action: Lisa will ask John Daly about mower life and reel costs.</i></p> <ul style="list-style-type: none"> • \$4,000 – Previously discussed funding classroom lecterns. • \$50,000 – Replace blinds at Mammoth. The committee would like to know of any issues they address and where needed. <p><i>Action: Lisa will clarify the requests for blinds at Mammoth with Deanna Campbell.</i></p> <ul style="list-style-type: none"> • \$200,000 – M&O replace standing seams for Occupational Lab & Art/skylight windows. The committee recommends looking for other funding sources due to size of project. • \$3,000 – EK General advertising. The committee discussed the marketing requests for EK. Heather stated depending on the nature and content funding may be available through SSSP or Promise Grant. <p><i>Action: Lisa will clarify if advertising for EK will fit into categorical funding.</i></p> <ul style="list-style-type: none"> • \$5,000 – ESCC Postcard – Funding from SSSP or Promise. Must include core services or “Promise”. |
| 6. Travel | Lisa Couch/Committee | <p>Lisa provided a travel worksheet for the committee to review. Lisa suggested instead of trying to gather information on travel we move forward this year and next fiscal year we provide guidance as to what we are looking for. We should reach out to the admin assistants and managers to maximize other funding sources for travel for 18-19.</p> |

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| 7. Identify Additional Information Needs | Committee | No additional items identified. |
| 8. Future Agenda Items a. Streamline Resource Request Process (discussion on 3/7/18) b. Rubric c. Reallocation of district-wide reserve based on proposal to cap district-wide reserve level | Lisa Couch | Finalize Budget for May 8 th . Identify date and time for fall/spring meetings. |
| 9. Review of Action Items | Lisa Couch | <p><i>Action items 4/18/18</i></p> <ol style="list-style-type: none"> <i>1. Corey will follow-up on Faulk Family or Sunset as possible funding sources for LAC support.</i> <i>2. Heather will talk to John McHenry about Booster support for 18/19.</i> <p><i>Action items 4/23/18</i></p> <ol style="list-style-type: none"> <i>1. Corey will have Stephanie follow-up on the amount of maintenance contracts for PE equipment.</i> <i>2. Lisa will ask John Daly about mower life and reel costs.</i> <i>3. Lisa will clarify the requests for blinds at Mammoth with Deanna Campbell.</i> <i>4. Lisa will clarify if advertising for EK will fit into categorical funding.</i> |
| 10. Future Meeting Dates/Times April 30 2:00 – 5:00pm | Lisa Couch | April 30 from 2:00pm – 5:00pm in EW 207. |
| 11. Adjourned | | 5:00 p.m. |

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler