



Minutes

Committee Name: Budget Development Committee

Date: April 20, 2020

Time: 3:00 PM

Location: Zoom

Present: Lisa Couch, Matt Crow, Corey Marvin, Matt Jones, Frank Timpone, Debbie Gregory, Heather Ostash, Kristie Nichols, Jacob Kelley

Absent:

Non-members in attendance: Jill Board

1. **Call to Order:** 3:05pm
2. **Approval of Agenda** - Lisa has also invited Mike Campbell to join the committee to discuss one-time requests in the IT budget.
3. **Approval of Minutes and Action Items** - Minutes approved from 4/16 with no changes.

3.1 Lisa will invite John Daly to our Monday meeting for more information on request for IWV parking lot slurry and stripe. See agenda item #6.

3.2 Lisa will add the scores from today's discussion into the ratings worksheet. Lisa updated the scores on the discussed items in the worksheet and posted to the group.

3.3 Action: Lisa will also add the one-time request for the committee to begin prioritization. Individual committee members will review these requests for the rating discussion on Monday, April 20. Lisa added the one-time requests to the ratings worksheet to be reviewed and discussed today. See agenda item #6.



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4. District Wide Budget Committee (Guest: Norm Stephens) - Norm did not join the meeting today. Lisa reported the DWBC met last Friday, April 17 and discussed the report outs from the subcommittees. There are recommendations pending for all three of the subcommittees. The DWBC continued discussion on the 18/19 final allocation with the recommendation be that the DWBC meet with the BOT Finance committee to gain a better understanding on their view of how the reserve allocation should be used. In the revised Board Policy recommendation, the district wide reserve cap is 15% and not to exceed 20%. Matt Crow inquired about who controls the reserve. Lisa will get some clarification on how the reserve is controlled.

5. Discussion Items

5.1 2020-21 Revenue/Expense Update – Lisa provided the updated Revenue and Expense Summary as of 4/20/20. The only change is the deduction to the Resource Analysis Requests based on conversation from the last meeting.

5.2 Travel Request Reductions - Lisa added a travel worksheet in Sharepoint that lists identified travel reductions along with the original requests.

Heather removed all travel to categorical funding with the exception of athletics travel.

Corey removed all travel except for CIO meeting in fall and in-district travel for faculty evaluations.

Jill kept travel in her budget that would be necessary for a new president. This includes CCO and CCLC meetings for advocacy and training. Travel to sites to meet with city leaders and educational leaders is also included. In-district travel for IT employees was left to serve our sites. Jill will send travel reductions to Lisa to update the travel worksheet.

Action: Lisa will update travel worksheet with reductions from Presidents budget.

Lisa reduced her travel to one ACBO conference. She left some travel for training for the new M&O Director and Safety Manager. Some of the Safety Manager training may be covered by categorical funding. The rest is in-district travel to sites.

6. Budget Request Review

6.1 John Daly - John joined the committee to discuss the request for the main building parking lot and other one-time requests in the M&O budget.

John stated the request of \$492,000 to slurry and stripe the main building parking lot is very important and helps rejuvenate the asphalt especially with our extreme weather



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conditions. John would not delay the maintenance more than a year or two max. If delayed this could become even more costly.

John stated the \$5,000 request for the Community Room furniture could be removed. He would like to keep on the list for when funding is available.

The request for \$50,000 to evaluate the Mammoth HVAC is a design flaw from when the building was built. Snow blows into the attic and is sucked in and then melts down the walls. There is an ongoing maintenance issue driven by the weather. The request is to reengineer the attic space.

6.2 Mike Campbell - Mike joined the committee to discuss the one-time requests in the IT budget.

The \$25,500 to replace two touch panels in iTV classrooms at IWV. Mike stated the vendor no longer provides support and we would need to use the remote. He is trying to replace a couple per year. Touch panels are used for smart classrooms only in Polycom rooms. If we give up Polycom we will lose the ability to have dual cameras and the ability to auto schedule without logging into a computer. The equipment cycle was just completed and we should get 7-8 years out of them. Mike stated at this time he does not think Zoom is capable of providing the same type of classroom experience.

The request for \$13,500 to upgrade classroom to smartrooms is the cost of one room. Mike is doing a couple rooms per year by adding wall mount projector, white board and audio. Feedback from faculty is they really like the upgrades. This is a standard that IT is moving forward as funding permits.

The \$6,200 is for network switches that are older and no longer supported by the vendor for updates. Mike does not include them in his replacement plan for IT. These are on a gradual scale and IT gets notified when the switches are no longer on the maintenance plan. This varies by each model on how long the vendor will provide maintenance.

The \$1,800 to install zoom cameras in ESCC classrooms. ESCC does not have any and the faculty are integrating to more zoom. This was a low priority but has been moved up with the current COVID-19 situation.

Mike stated the request to replace lab computers of \$85,000 and staff and faculty computers of \$38,400 is a high priority. There are a lot of computers on 7th year and if we delay replacements this will only make problems worse.

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The committee agreed to take some time to review the requests and score them individually. There are 18 one-time requests in addition to the M&O parking lot request. The committee members will download the Budget Request Rubric Summary worksheet from Sharepoint and add their scores. They will email their scores in the worksheet to Lisa by 11am on Wednesday, April 22. Lisa will compile ratings to be discussed at our meeting scheduled for Wednesday afternoon.

Action: The committee will review and score the remaining resource requests and one-time requests. They will provide the information to Lisa by 11am on April 22.

Action: Lisa will compile scores received from members into the worksheet to be reviewed on April 22.

7. Review of Action Items –

7.1 Lisa will update worksheet with travel reductions from the President's budget.

7.2 The committee will review and score the remaining resource requests and one-time requests. They will provide the information to Lisa by 11am on April 22.

7.3 Lisa will compile scores received from members into the worksheet to be reviewed on April 22.

8. Future Agenda Items

9. Meeting Recap for Report-Out –

John Daly and Mike Campbell joined the committee to provide more information on one-time requests and resource requests. The committee reviewed travel reductions for all areas. The committee will be reviewing and scoring resource requests and one-time request using the rubric. The information will be compiled and discussed at the April 22 meeting.

10. Future Meeting Dates

April 22, 2020 at 3:00PM
April 28, 2020 at 8:30AM

11. Adjournment

Meeting Chair: Lisa Couch
Recorder: Crystal Leffler