



# Minutes

**Committee Name:** Budget Development Committee

**Date:** April 27, 2021

**Time:** 1:00PM

**Location:** Zoom

**Present:** Lisa Couch, Frank Timpone, Matt Jones, Kelly Potten, Corey Marvin, Kristie Nichols, Debbie Gregory, Heather Ostash

**Absent:** Matt Crow, Coby Roberts

**Non-members in attendance:**

1. **Call to Order** – 1:05pm
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 4/19/21 with no changes. Action items reviewed.
  - 3.1 Corey will follow up with Chad on tablets for Math classes.** See agenda item #6.
  - 3.2 Corey will follow up with Chad on Fitbit brand and if postage will be required for delivery to students.** See agenda item #6.
  - 3.3 Corey will follow up with Julie Cornett on supplies and mailing requests for IE.** See agenda item #6.
  - 3.4 Heather will confirm if grant funding is available for Achieving the Dream. Has meeting and will follow up.** Heather stated Equity or other funding will cover the Achieving the Dream travel. Lisa will remove and note request will be covered by categorical funding.
  - 3.5 Lisa move EMT prof-exp requests from Allied Health to a COVID funding requests.** Action completed and noted in Allied Health 21/22 budget request.
  - 3.6 Lisa move requests from English/Foreign language, \$6000 to 5220.** Action completed.
  - 3.7 Lisa update worksheets to reflect change.** Action completed.



# Minutes

4. **District Wide Budget Committee** – Lisa reported at the last meeting the DWBC went over the reserve policy language that is being recommended. They discussed what should and should not be included but tabled discussion on reserve policy and procedure. There were concerns raised about moving the procedures forward. Lisa is not sure where concern is coming from. Following the meeting, the policy and procedures recommendations were pulled from the Consultation Council agenda. Heather reported there was renewed interest in the annual review process of the district office. Bob is working on assessment to gather feedback (satisfaction type) on district services, including key metrics to evaluate unit and have them be consistent for tracking. Also, working to have a defined function for each area. The process will include Key Performance Indicators (KPI) and tools to obtain feedback from the colleges proactively.
5. **Budget Augmentations** – Lisa will cover the budget augmentations at our next meeting.
6. **COVID Requests-** The committee reviewed the COVID requests.

Corey spoke with Chad on the request of \$20,000 for Surface Go tablets for Math classes. Chad was only looking at cost as far as brand. He needs 1 set of 36 for one classroom for math instruction. The committee asked if these would be checked out. Corey stated he will follow up, there is no rush on request.

Corey confirmed the Fit Bit request for \$4,500 is just a brand. The request is for personal heart rate monitoring devices for students to use daily to check on their activity. While they are good for remote instruction usage, they can be checked out throughout the semester. Corey did not confirm if request includes postage. Request states returned postage as well. The committee approved this request. If additional funds are needed for postage, that request will be sent separately.

Corey confirmed with Julie Cornett that the request of \$3,505 includes all envelopes, stamps, and labels to support library resource sharing as part of pilot program for all students. There was discussion regarding needing to track the success of this pilot program for all students. There was discussion on possible tracking mechanisms. Debbie asked about the printing, folding, and mailing of the library materials if funding is approved. There was conversation about the inmate packets being delivered by the instructors rather than being



# Minutes

mailed. The committee agreed with the point made by Debbie. They approved funding pending conversation needs with print shop about how much work, and reception desk on bulk mailing and coordination. Lisa will clarify in response to requestor that the committee supported with coordination on timeline and workload with departments impacted.

Lisa Stephen's Coyote Slam Event request of \$1000 was reviewed. Heather indicated that Outreach could cover half but could not cover the bags or hand sanitizer. The committee discussed how this was a COVID expense. The committee agreed only the bags and sanitizer should be funded from COVID. Heather will let Katie know.

Postage for Summer ISEP request of \$1,960. Corey said this is 100% COVID related. Instructors would be seeing students once or twice a week if not for COVID. Kristie stated this is mostly counselors getting back to the students. The committee supports this request.

Natalie requested \$13,000 for an increase in copy costs, paper, and copier maintenance. The committee approved this request.

Heather requested \$84,624 for iPads, laptop, and internet support for student use. This is an addition to the previous request of \$17,000 where we asked Mike Campbell to evaluate Chromebooks versus other products for student usage. Heather stated that they evaluated the different types of technology and though that full functioning laptops and iPads are a good mix. They are also getting iPad bundles with pencils. There was discussion regarding MIFI for students and employees and that low-cost data plans that are now going up. Heather will investigate need for MIFI and report back to the committee. Heather mentioned going forward and planning for future we may want input from faculty on technology preference by subject area. Corey will ask Rebecca Pang on her thoughts on how to gather info. The committee is in support of this technology purchase.

***Action: Corey will talk with Rebecca Pang about a possible Faculty Tech Survey.***

***Action: Heather will investigate need for MIFI.***

Mike Campbell requested \$8,783 for a Streaming device to allow multi-streaming services at one time. The committee approved request.



# Minutes

Lisa also brought the recommendation forward that we consider using COVID funds to cover the cost of the copy machine (\$35,000) and electrical work (\$3,000) at the Tehachapi campus. Although there are sufficient funds in GU001 for this purchase, we do try to use all other funding sources when possible. The committee agreed.

## 7. 2021-22 Budget Requests

**7.1 2021-22 Revenue and Expense** – Lisa shared the Revenue and Expense update as of 4/27/21. She discussed the changes highlighted in red to permanent labor, budget requests and benefits. With these updates we are adding over \$925,000 to reserve.

**7.2 2021-22 Ongoing Increase Requests** – The committee continued to review ongoing increases. All increases were reviewed and discussed by the committee.

8. **Define Increase Types for Budget Software** – Lisa shared the two different ways to request a budget in the new software – the budget request process and the budget augmentation process. Lisa asked for committee input on the types of increases they would like to review. The committee discussed the new software in detail and decided it would be best to test the software on a budget request from this year. Lisa will provide some options to test the software on defined budget increases. The committee will evaluate the information at our next meeting to help clarify how requests will be made.

**Action:** *Lisa will provide options to test new budget software on current budget request for the next meeting.*

## 9. Future Agenda Items

- a. Funding for Scheduled Maintenance
- b. Rubric Evaluation

10. **Meeting Recap for Report-Out** – The committee discussed the work of the DWBC including reserve policy and procedure language and AUR process for the district office. We reviewed and approved COVID requests. We reviewed the updated revenue and expenses after adjustments. The committee continued to review ongoing increases and requests to be supported in our recommendation. At our next meeting we will test increase types in the new software.



# Minutes

## 11. Review of Action Items –

*11.1 Corey will talk with Rebecca Pang and involve Gary Enns in discussion about a possible Faculty Tech Survey.*

*11.2 Heather will investigate need for MIFI.*

*11.3 Lisa will provide options to test new budget software on current budget request for the next meeting.*

## 12. Future Meeting Dates

May 5, 2021 @ 10:30AM Committee    May 11, 2021 @ 1PM  
to bring recommendation forward.

## 13. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler