



# Minutes

**Committee Name:** Budget Development Committee

**Date:** April 28, 2022

**Time:** 8:00 am

**Location:** Zoom

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

**Absent:** Alex Gilewski

**Non-members in attendance:**

1. **Call to Order** – 8:00 am
2. **Approval of Agenda** – Agenda approved no changes.
3. **Approval of Minutes and Action Items (attachment)** – Minutes are pending from 4/18 and 4/25. These should be available at our next meeting.
4. **Revenue & Expense** – Lisa shared the Revenue and Expense Summary as of 4/28/22 with no changes to the tentative allocation. The adjustments were made after last week's review. The summary includes all remaining requests pending review of increases and resource requests.
5. **Budget Request Review**
  - A. Lottery (follow-up) – Corey confirmed only \$8,000 is needed this year for kinesiology supplies, \$25,000 was requested.
  - B. GU001 (finish review & follow-up)-
    - Inmate Education student workers- All workers have qualified through Financial Aid until now. Kristie provided a solid explanation of the correspondence work provided by students. Heather stated alternate funding can support 50% of the request. There was discussion on the previous justification for workers and relation to the IE program going thru transition, moving to laptops, printing, and transportation. Moving out of COVID the question was what work is involved. Corey will ask Ana for further information. The Staffing Resources plan approved DA position increase from part-time to full-time. Kristie stated they took over Cal City IE. The committee agreed to support 50% of the request on GU001.



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- Lisa clarified the PIO budget increase is a combination of a new digital display contract, Smug Mug photo storage increase, and Formstack ADA compliance increases. The committee supports requests.
- Heather explained the increase in the Financial Aid budget is partly because they no longer receive printed material and are now being sent templates and having to cover materials and printing supplies. Additional Outreach and Promise activities will continue once the position is filled. The committee supports the Financial Aid budget increase.
- The one-time request to complete the final phase for the “What’s on Our Walls” with the history wall was supported by the committee.
- Women’s softball increases – there was a supply request increase and a maintenance request increase. During the meeting, other received clarification that the supplies was related to the increase in cost of bats and the increase in number of players. The maintenance request is related to the periodic maintenance of the field (clay and in-field dirt). The committee supported this increase.
- Dean of Arts and Sciences request for instructional consulting was no longer supported based on conversation Corey had with Dean. This request was removed.
- Information Technology request for computer hardware maintenance was moved to correct funding codes which overall was a reduction between the two. Once separated we were only looking at increases and not net decreases. Lisa will add an explanation that there is a reduction in another account.
- Distance Learning Request for instructional stipends was discussed and the POCR review stipends would be 100% Equity funded.

## C. Resource Requests (review) -

- The committee discussed compliance requests to repair gas lines in Art and leaking fire hydrants.
- Bonus points:
  - Discussed communal area speakers for emergency messaging. Lisa thought this was an effective way to communicate emergency messages. Gave bonus points for a unique approach instead of relying on employees to notify individuals

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in those areas. The committee continued to discuss bonus points and how we arrive at them when innovative.

- The committee discussed the Tehachapi marketing survey cost increase and bonus points. The funding was approved this year, but the survey did not get completed. Bonus points for out of box approach and innovation. Other strategies have been used but not marketing surveys. The committee supports requests.
- There was a discussion on LAC bonus points to add signage. There was mention that the current sign still says E-Learning. The committee discussed how and why welcoming wall decals and signs are seen as innovative. Corey said banners and signs have been done and need updating and we want to assign bonus points. Bonus point conversation to be continued. Support for now.
- ISEP \$2500 library mailers previously used HEERF funds. Supported.

The committee reviewed scores below 5 from Resource Requests.

- Whiteboard for the west wall in LRC - \$500 request. The committee supports. The committee thought it would be helpful if requestors added the purpose of the items requested.
- Roll off dumpster for M&O - \$5000 increase in budget. Supported.
- Posters with foam backing at ESCC. Came through Facilities request, not in the library budget. Need to train preparers on proper use of resource areas. Committee supported.
- ESCC postcards - \$6,000 for each campus. The committee supports. Heather said 50% can be funded by Outreach funds or another categorical could support request. Corey stated that 35% of postcards can be funded by Strong Workforce. Lisa will reduce to 15% on the general fund. The committee supports this reduced amount.
- Same as above, the request was split between Bishop and Mammoth.

Lisa will make the discussed updates and send out an updated revenue and expense summary.



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## 6. Future Agenda Items –

- **Process Review:** The committee agreed on the need to train preparers on the information that is needed related to each request. The committee agreed that they needed to discuss a better approach to bonus points.

## 7. Meeting Recap for Report-Out - The committee reviewed ratings and budget requests.

## 8. Future Meeting Dates

5/05/22 10:30am – 12noon

## 9. Adjournment

Meeting Chair: Lisa Couch

Recorder: Crystal Leffler