Kern Community College District
College/DO: Cerro Coso Community College

Fund: GU001

Organization Code: 411CS1 - Computer Science & Business Dept

2019-2020 Budget Request - Temporary Labor/Benefits and Non-Labor Expenditures

Account Code	Account Description	Program	Activity	Location	2015-16 Adopted Budget	2015-16 Actual Expenses	2016-17 Adopted Budget	2016-17 Actual Expenses	2017-18 Adopted Budget	2017-18 Actual Expenses	2018-19 Budget	2019-20 Request	Increase/ Decrease	Section / Division Plan Supported (GU001)	Section / Division Plan Supported (Other)	Section / Division Plan Supported - MISSION CRITICAL (GU001)	2019-20 Tentative Budget	Increase Type	Increase Frequency	Planning Document	Resource Type	Primary Focus	Alternate Funding	Explanation	Additional Comments
1350	Acad Emp-Non-Cont Substitute	070200	CTL001	CI					-	723.00			-												
1350	Acad Emp-Non-Cont Substitute	140200	CTL001	CI					-	105.00			-												
4310	Inst Supplies & Materials	140200	CCINED									5,065.80	5,065.80		5,065.80	-		Program expansion	Ongoing periodic	AUP	Facilities	Student Achievement	Strong WorkForce, VTEA, or other sources available for prison education or student equity/success	This funding addresses student success and equity measures by allowing more access to material needed to successfully complete the courses and programs. The inmate students at the prison locations in Tehachapi and California City are not able to access or obtain textbooks each semester. Fall 2018 semester the EOPS program would not pay for the new textbook that was being used in the class. It would only allow funding for the prior textbook that was not being used anymore because it is outdated. This put the students and the instructor at a disadvantage. We are requesting a minimum of three(3) - five (5) copies of the textbooks for courses currently being taught at the prison locations. These books can be kept at the prison library or other location for access to students to do their work. This will allow better access for students and help with instruction. Students needs access to textbooks to complete the readings, learn the materials, and complete assignments. Open Education Resources (OER) are not available for paralegal studies. The textbooks cannot be copied and provided because that would violate copyright laws for having to copy the whole book multiple times. The textbooks do not change unless an update is needed because they are outdated or new edition is released. The books once purchases should be good for several semester. There are also courses that use the same book (112/122 and 130/140). The need for books will also change based upon the courses that are offered. Currently six (6) courses are offered at the prison locations, which would required 4 different books to be purchased. BSAD C131, PARA C101, PARA C112/122, and PARA C130/140 are currently being offered or scheduled to be offered at the prison locations. Budget request is for 6 books in each subject for 3 at each site location. Current Textbooks pricing for Spring 2019 for courses currently offered at the prison (priced as of 10/10/18) BSAD C131 – Business Law (this course is also part of the business degrees) Jennings, M. (2018). Business: It's Legal, Ethical, and Global Environment. 11th Ed. New York: Delmar Cengage Learning. ISBN: 978-1-337-1035702. $132.95-$249.95 PARA C101- Introduction to Paralegal Studies Miller, R.L. & Meinzinger, M. (2017). Paralegal Today: The Essentials. 7th Ed. New York: Delmar Cengage Learning. ISBN-10: 1-305-50874-2. ISBN013: 978-1-305-50874-3. $140.95 (loose-leaf) $175.95 (bound) PARA C112/122 – Legal Research and Writing 1 and 2 Albright, A. & Putman, W. (2018) Legal Research, Analysis, & Writing. 4th Ed. New York: Delmar Cengage Learning. ISBN-13: 978-1-305-94837-2. ISBN-10: 1-305-94837-8. $107.95 (loose-leaf) $179.95 (bound) Harvard Law Review, et al. (Eds.) (2016). The Bluebook: A Uniform System of Citation. 20th Ed. Harvard Law Review Assoc. ISBN: 978-0-692-40019-7. (This book can also be used across all classes) $38.50 PARA C130/140 – Civil Litigation and Procedure 1 and 2 (Starting Spring 2019 new edition) Kerley, P., Banker Hames, S., & Sukys, P., J.D.. (2020). Civil Litigation. 8th Ed. New York: Delmar Cengage Learning. ISBN-10: 1337900729; ISBN-13: 9781337900720	
5220	Employee Travel	051400	CCCCPD	CI								20,000.00	20,000.00	-	-			Other-please explain in rationale	Ongoing annual	AUP	Professional Development	Engagement	VTEA, Strong V	Ongoing professional development through professional conferences and training is vital for currency in fields.	Not approved unless on alternative funding.
5230	Food/Meetings	050100		CI	-	71.51							-												
6412	Computer/Technology Equipment	070810		CI	-	125.78							-												
Total					-	197.29	-	-	-	828.00	-	25,065.80	25,065.80	-	5,065.80	-	-								