Membepresent: Adam O’Connor, Dan Willoughby, Cyndi Grein, Ken Collins, Marcus Wilson, Chrystal Van Beynen, Sharon Kelly, Robin Kim, Shajin Hashemi

Absent: None

Meeting commenced at 2:01 p.m.

Meeting notes of September 3, 2008 were accepted.

2008/2009 Budget Status—Good news for community colleges—no budget cuts anticipated and categorical programs remain the same as in previous years. We were expecting no COLA and received .68%; 2% growth system wide as well as no increase in student fees. Adam stated that this budget did not fix anything in the state budget. There is no revenue to support the expenditures. Talking about having mid-year cuts and possibly be making cuts next year. Things looking positive however we will move forward with the budget we have. The district will be receiving in the range of $4 million of new money over what they budgeted—divided 50/50 between ongoing and one time. The future of these funds would need to be discussed at DPC first and Adam added that there has been no discussion yet among the business officers for distribution of these funds.

Instructional Equipment—There are no funds in the state budget for Instructional Equipment. Question is in some years when we have not received instructional equipment funds we have allocated money. Do we anticipate any of the $4 million coming to the campuses? Adam indicated that possibly on-going for extended day—and one-time money could possibly be used for instructional equipment.

Dan Willoughby would like to propose that we use some of our carryover money for instructional equipment. Deans could start working with their divisions planning for instructional equipment type items. How much has been budgeted in the past for instructional equipment? Adam was thinking somewhere between $300,000 and $800,000. Maybe we could make a recommendation towards the lower end not the top end. Bare minimum would lose ground. The sooner we get it to the deans the sooner they can start working with faculty. Adam indicated that he would research past instructional equipment allocations and that whatever the least amount was in the last three years would be the amount to use as the “bare minimum”. Don’t want to spend it all now and not have funds for next year. If we allocate too much from our pot it hurts our chances of getting the one-time funds from the district. How can we make the argument that it is the bare minimum when we have $7 million in carryover?

We could go 2 directions—would like to see $500,000 or $380,000. Hard to make a case when we have so much carryover but we can argue the need. Starting point of $500,000 and raise or lower as the budget process progresses.
Take a recommendation to PAC for this year only and work on an on-going recommendation. We should have a rational basis—based upon previous years’ allocations. Take the average over the last 3 or 5 years and use the higher of the two figures when recommending to PAC. Adam stated that he would research the amounts and e-mail the members the figures.

Vehicle Replacement—Adam shared information with the committee regarding the vehicle replacement plan that BDC put together last year. The motor pool vans are good at this time. Facilities does need to replace some club cars and work trucks. The amount agreed upon last year was roughly $97,000 a year to keep up the motor inventory not including the security vehicles. Adam indicated that the mileage looks low on the motor pool vehicles and there is not a need for replacement this year. Need to possibly replace 2 or 3 maintenance vehicles, and in line with our recommendation last year, reduce the size of the vehicles. Look into purchasing electric Tiger Trucks. There is an issue of towing—there must be a capability of towing dumpsters and possibly the trailer that contains the floor crew equipment. Adam indicated that the Tiger Trucks have a towing capability of up to 1700 pounds. Adam informed the committee that we should not purchase any gas vehicles unless absolutely necessary. He will look into a towing package for Tiger Trucks in addition to a Tiger Truck that has a separate cab from cargo area for the painter in order to address the fume issue. Adam also indicated that possibly next year we would need to replace a forklift.

What are the long term plans for Facilities in regards to club cars? Adam stated that that would be a question for Janet Portolan. Gem cars are very similar to club cars and could possibly be used as replacements. We currently need to replace a GMC ½ ton, Chevy 1 ton and the painters van. Adam will get clarification and bring back recommendations as to what these vehicles are. Chrystal VanBeynen recommended that the staff that use these vehicles be consulted prior to purchasing replacement vehicles.

Ken Collins brought up the issue of having a Roadside Assistance plan in place for the motor pool vehicles which was a part of our recommendation last year. Adam will check on the status.

Meeting adjourned at 2:53 p.m.