BUDGET DEVELOPMENT COMMITTEE

Meeting Notes February 4, 2009
(Accepted at the Meeting of 2/18/09)

Members Present: Adam O’Connor, Dan Willoughby, Ken Collins, Marcus Wilson, Robin Kim, Neil Patel, Chrystal Van Beynen Sharon Kelly

Absent: Cyndi Grein

Meeting commenced at 2:03 p.m.

Meeting notes of January 21, 2009 were accepted.

Follow-Up—The purchase of vehicles for facilities is moving forward. We are getting 3 vehicles: two electric and one small light weight truck for the painter. A lot of research has taken place with the employees in order to make sure their needs are being met. The issue of fumes from the paint and having to transport paint was the determining factor for purchasing the truck with the separate cab. These vehicles are costing approximately $17,000 each. These items will be forthcoming in the board packet.

Adam informed the committee that Deborah Ludford has added the BDC members to the portal for the DPC work group.

Instructional Equipment—The BDC made a recommendation for $500,000 for I.E. and of that amount Dr. Hodge approved $450,000. The day the Business Office made the allocations the state cut the funding so everything was put on hold. With the purchasing deadline quickly approaching, Dr. Hodge and Adam agreed to fund $262,743. This is the amount that the state was going to allocate and if we don’t get it we will have the majority of the money already set aside to backfill—all but about $80,000.

Position Replacement—The process we are recommending will take some time. Maybe do by e-mail or wait until we meet next. Maybe on this type of issue BDC can report back directly to Dr. Hodge instead of PAC.

Dan Willoughby reported that the deans are opposed to this idea for a couple of reasons. 1. It will cause a lot of delay in the process of filling positions. The process, as it stands now, leaves no one in the position for at least a couple of months. 2. Concerned about categorical funds—what are we going to do with the money anyway. Might have to return monies back to the state. 3. The fact that we might touch on some sensitive areas. The deans feel that the VPs probably have a better picture of all of the areas and how the vacancy might affect the area.
What is the BDC concerned about—not really the concern of BDC if we need an athletic trainer, an instructional assistant or a photocopy person. Should we be filling lots of positions? Looking for a compromise. Have the current process stay in place—by president’s staff and have it come to BDC as an information item. If we are concerned about every position being approved, then we would address that. We would still be able to give recommendations to PAC.

Marcus Wilson suggested that we ignore the feedback from the deans and thinks that the timing issue is a false issue. Being informed after the fact is useless. If we don’t have some role we would have no role and it would happen at Chancellor’s Staff.

Ken Collins proposes to discuss the budgetary implications. What are the budget implications of the campus, does it fit into our budget situation?

Adam stated that we don’t know the budget situation, don’t know what the cuts will be as of this time. How does this fit into our budget? What would the conversation be? Based on the total mission of the college we need to have an Athletic Trainer to fulfill our mission.

Adam then stated that we are not in a hiring freeze—we are in a hiring review.

Brainstorming ensued:

If we could do it electronically—send out to BDC, get responses back to Adam, he could then send to Dr. Hodge or PAC.

If a recommendation goes to Dr. Hodge to hire and Dr. Hodge gets the same recommendation from BDC it would be ok. It strengthens our position. Most of the time we would probably come to the same position as the VPs have.

Dan Willoughby does not feel that doing this process via e-mail is the way to do it. E-mail is not a substitute for careful deliberation. It is a travesty of the process and does not think it would be a meaningful process. It would comply with some procedure but not be meaningful.

A particular VP would advocate filling a position more than not. Recommendations come from President’s Staff to BDC.

Dan Willoughby does not feel that he has the whole picture of everyone’s needs.

Items related to personnel should be taken to President’s Staff.

We have the wisdom to evaluate the recommendations.

E-mail is not ideal—would rather discuss at BDC. Use e-mail only as needed. If there are concerns, hold until the next meeting. If everyone is in agreement then ok, if even one person is not in agreement then it would come to the next BDC meeting.

If you want to discuss, include what your concerns are or what background information you would need. Get our opinion on the table before president’s staff meets.
Believes everyone will act in good faith.

Need to write down what the process is. Whatever it would be, can we stipulate the ones that would comes to BDC, are we expected to make a recommendation then. It would come here as an action item.

Adam then stated the process as he understood it from the discussion. The area manager writes a justification which goes to a VP. If in agreement VP e-mails to O’Connor who shares with BDC via e-mail with a response needed within 2 working days--as long as everyone agrees, move right on Dr. Hodge. If one person doesn’t agree the member must state the reasons clearly, so Adam can follow up with the VP ahead of the next BDC meeting where it will be discussed. A recommendation will be handled at that meeting.

Adam indicated that he will share with Dr. Hodge the change to our recommendation.

The committee unanimously supported the Athletic Trainer position.

**DPC Budget Subcommittee**—Adam explained that the subcommittee took 2 hours to categorize the first 4 pages of the Budget Reduction Matrix. In order to save time, he went ahead and categorized the rest of the matrix as a starting point.

We would support more budget decisions on the campus level instead of the district level.

A member asked if there was any discussion about setting up some goals or priorities? Until we get a number we won’t prioritize, just parcel out and once we get a number from the state then proceed.

Most of the big items are negotiable.

The committee then went through the remaining items and made recommendations as to their categorization.

Meeting adjourned at 4:15 p.m.