

BUDGET DEVELOPMENT COMMITTEE

Meeting Notes October 6, 2010
(Accepted at the meeting of 10/20/10)

Members Present:  Adam O’Connor, Dan Willoughby, Greg Ryan, Sharon Kelly, Marcus Wilson, Chrystal Van Beynen, Garima Aggarwal

Absent:  Sean Chamberlin

Guest:  Rocky Spinelli

Meeting commenced at 2:08 p.m.

The meeting notes from 9/15/10 were accepted.

Follow-up:  Meeting Expectations Reminder—Since we have so many new members, Adam reminded the committee that we need to be on time to the meeting so that we can start on time.  We have had an “open discussion” format and he suggested that we be a little more formal so that everyone has a chance to participate.  Take a moment to be recognized by the chair.  It was then suggested that, at the end of the discussion, the chair ask the members if anyone else has anything to say.

Accounting of Capital Projects Funds and All Campus Spending Plan will be on the agenda for the next meeting.

Carryover Recommendations—Adam explained that our recommendations went to PAC with no opposition.  The president accepted the recommendations with one minor change regarding instructional equipment.  Instead of $500,000 for instructional equipment he approved $300,000 for the deans to start get a list going on and holding back $200,000 to deal with issues that might come up in the Tech Plan and until the state budget gets approved.

The $500,000 for extended day—part of the recommendation was that if all of these dollars were not utilized this year the remainder would automatically go into the extended day budget for next year.  Dan Willoughby informed the committee that this is really a mute point and that extended day will be over by at least $500,000.  Marcus was concerned as how we could be that far off in our predictions.  Adam said that they will be talking tomorrow about making additional changes to the spring schedule and there could even be a need for an additional allocation.  Marcus asked if some people did not make the necessary cuts.  Adam indicated that the VP would be the source for the divisional cuts.  He is not sure if it has something to do with cost, or estimate of the cost of the classes.  Adam shared with the committee from a report provided by the VP that last year we had 4436 sections and this year 4299 sections are scheduled which is
not enough of a decrease to meet our goal. He added that not all areas reduced in all three terms. Dan Willoughby added that he was not necessarily cutting sections but units. Each dean met with Scott McKenzie to show how they made their cuts. This will be discussed when Adam meets with Scott and Rajen in the morning.

Categorical Programs—The district did receive the additional ARRA funding of about $113K. He made a case that we should be splitting the funds between FC and CC since SCE already received money from the district to cover their categoricals. In Chancellor’s Staff it was decided to split it three ways and a plan for distribution will be forthcoming. FC’s portion is $41K.

Adam added that VP of Student Services at both CC and FC will be examining the types of activities that the categoricals offer at each campus for comparison to see if they are similar.

Personnel Update—A justification for a Facilities Custodian I was presented. Adam said that the M&O department, to date, has already lost several positions: Custodian Coordinator II, Facilities Custodian I, Administrative Assistant I, and a Carpenter. They are currently still down an additional Facilities Custodian I, Pool Mechanic and an Electrician. A justification has been brought forward today for the custodian position and Adam proposed that we fill the position to open the discussion. Marcus Wilson moved to fill the position and Sharon Kelly seconded the motion. Some discussion ensued regarding the total cost of ownership and the fact that we are adding building and square footage and the importance of filling the position. Adam then shared with the committee the fact that we have 14 custodians on various shifts during the day and 21 on graveyard which could be examined. One member was hesitant in approving this position indicating that we are currently in a climate of budget cuts but added that this area does need more staffing. Adam added that we will be having a lot more space to clean with the addition of the Field House, more space in the new 400 building as well as having to clean the La Habra swing space once the 700/900 complex renovation begins.

There has been no decision made about the Pool Mechanic but will be forthcoming. The committee agreed to move this position forward and the next step would be a request to advertise.

New Planning and Budget Steering Committee—Adam indicated that this committee will take the place of BDC—there is a handout from PAC. He thinks that this entire body will become the Planning and Budget Steering Committee and that the members should check with their constituent groups to be sure they will still be appointed. He added that there will be some additions to our task list. When the VPs were to be added to the group it was proposed that the meeting times be changed from Wednesdays to Mondays. Since the VPs are now just resource persons and as most members prefer Wednesdays, Adam will inquire in President’s Staff to see if we could keep our current meeting times at least until the end of this semester and make the change, if necessary, next semester, if at all. One of the reasons for the change in dates was to accommodate the VPI that has a conflict with the curriculum committee on Wednesdays, but since they are now just resource members, if necessary we could change a particular meeting to a Monday to make that accommodation. Adam added that it will probably be some time before the Planning and Budget Steering committee even gets the college goals through the program review process. Beginning next meeting we will be called the Planning and Budget Steering Committee.

Fundraising Priorities—Dan Willoughby would like to go back to discuss with the deans. Wouldn’t we want to be more informed by the new planning process? Adam thinks that it is a good suggestion to wait. Dan indicated the he and Kim Orlijan met with the foundation yesterday and that they pretty much promised $3,000 for the One Book One College project for this year. This money would cover the speaker fee for the author. They originally asked for $4,000 to include a reception but they were
promised $3,000 and if they raise more they would cover the reception. If we really are trying to build up the foundation, in the long run, it would be good to give them credit for funding this project.

Based on the comments so far we may be a little early in the process for changing—leave the priorities as they are for now. It was suggested that we reverse the order of the priorities so that Programmatic Support is listed before Facilities & Equipment.

Our committee will be charged with allocating money to satisfy certain goals that the college determines. Maybe we could provide them so much and the foundation come up with the rest. Adam added that the SchoolsFirst Federal Credit Union is on the advisory committee for the foundation and that they have donated approximately $9K to the college. They contacted Adam for a wish list from the college which he provided totaling $2.4 million. Some examples that made up this figure included: Funding the first year of out Tech Plan at $1.2 million, $500,000 for the 100th Anniversary celebration, completing the wireless access throughout the entire campus and funding staff development and instructional equipment.

**2010/2011 State and District budget Update**—Adam stated that possibly by tomorrow the state budget could be enacted. As soon as he gets any information he will pass it on to the committee.

**Classroom Phones (Marcus)**—The faculty senate asked that we have communication to the classrooms in the event of an emergency (i.e. shooting, power outage, etc.). Marcus indicated that Janet was working on this when she was here and passed it on to Merc. The cost of the instruments would be about $200 to have a phone unit that could call 911 or campus safety. The total cost was estimated somewhere between $87K and $105K not including installation. He added that most rooms already have wiring and the new buildings are already adequately wired and that cell phones don’t work in some of the buildings. Much discussion ensued—would the phones work if there was a power outage? Do we have a battery back up? Can messages be broadcast through the phone system without anyone having to pick up the line? Several members agreed with the concept but wondered if all other alternatives have been explored. Adam indicated that he would try to get some answers to our concerns and bring that information back to the committee.

**Review of Accreditation Standard III D**—Adam asked the committee to read over the information and get back to either himself or Sean Chamberlin with any “content” feedback by Friday. If you need any explanation or something doesn’t make sense to you, please feel free to contact Adam. There was one suggestion to change the wording to reflect that this committee reviews non faculty permanent positions.

Meeting adjourned at 3:15 p.m.