Members Present:  Adam O’Connor, Dan Willoughby, Cyndi Grein; Chrystal Van Beynen, Sharon Kelly; Ken Collins, Tyler Speer, Jesse Garcia

Absent:  Marcus Wilson

Meeting commenced at 2:05 p.m.

Meeting Notes from 4/5/10 were accepted.

Follow-up:
Registrar position (buff and white handout)—Adam reviewed the two handouts which allowed the committee to see the differences between the Dean and Registrar positions as well as the justification from the VP for hiring the Registrar position. Chrystal asked if there is an Office Coordinator in A&R and the committee then discussed the make up of personnel. Sharon Kelly added that this position already went to Chancellor’s Staff and was approved. Adam indicated that the BDC still needs to provide our feedback on the position and pass on our recommendation as is our agreed upon process.

Tyler asked that if we are splitting the work between both campuses shouldn’t we be splitting the cost? Dan added that he understands there is a question about the number of managers in student services but doesn’t think that is one that we can do without. The Registrar position has different duties that the Dean of A&R and he doesn’t see the point of not filling it. The Dean of Student Services and the Dean of A&R might be merged together at some point but that is not the question here. Jesse Garcia does not feel that this needs to be filled at this time. Tyler asked if we need a full time position. Ken Collins added that we probably don’t need a Dean and a Registrar—there is a lot of duplication of effort between the two positions. If we had to keep one it would probably be the Registrar. Not crazy about filling both and then at some point have a discussion regarding the need for both a Registrar and Dean of A&R but we have already filled the Dean. A member then asked why did we fill the Dean of A&R without this discussion. It was noted that the Dean position has been open for at least three years and that the decision was made to fill it prior to BDC review of positions.

There was a question on the hours of operation of A&R and if there is a critical need for both positions. The Dean attends the registration meetings; the Dean and Registrar also attend the student team meetings and both attend PAC regularly together.
Cypress College has a lot more classified staff per student than Fullerton. We use a manager to do some of the tasks that Cypress might be using other staff. In fact Cypress does not have a full time A&R Dean. That person is also responsible for the Business Division.

Dan commented that the VP is best positioned to make this justification and added that Toni has credibility. It is difficult for us on BDC to second-guess the recommendation of the VP in this particular instance.

Adam will pass on the rest of our conversation.

Adam informed the committee that Nilo came to Adam with a request for funds. He indicated that we very close to being out of wireless licensing on campus. We will not be able to have wireless service and he had to make a $73,000 purchase in order to bring up the Field House and 400 building. Tyler stated that the campus is only 40-50% wireless and added that he did suggest to Nilo a Motorola system that would be more cost effective to the campus and could have better options available. Adam was not aware of this suggestion. Adam went on to say that this was a one-time fee for equipment and that there would be no additional costs at this time. He then informed the committee that he took this out of the $500,000 (campus projects) account. This will meet our immediate needs and then some.

**Categorical Programs**—Adam has met with Sam and Toni and started to work through a plan for categoricals. The salary of Yolanda Aguirre is one issue that they are still working on and other meeting is planned soon.

**State and District Budget Update (green handout)**—This is the handout that Fred distributed relating to the 2011/12 budget year. 11/12 could be worse and we need to take some time to discuss big ticket items that will have to be negotiated throughout the 10/11 year. Adam then reviewed the handout.

$1.5 million of reassigned time may be a potential budget savings. DPC asked for some additional information regarding this item.

Not specific on furloughs—2 or 4 weeks would be a complete shutdown—there are a number of ways to think it through coupled with the question of summer school.

Changing the faculty workload from 15 units to something else was not included on Fred’s list--Adam is not sure why it was not included as Fred has mentioned this idea many times.

Cutting extended day and positions not filled would affect faculty as well as the possibility of the loss of overload.

Adam informed the committee that the district is not leaning toward anything in particular—will have some additional conversation toward one or another. He then added that layoffs are not included here and are not negotiated.

**Foundation Fund Raising (pink handout)**—Adam indicated that there is a MOU with our foundation—to do something other than scholarships. He thought we need to come up with a mechanism in order to obtain funds. Something to communicate to the foundation as to what the needs are. Adam then reviewed the handout with the committee.
College wide priorities for fundraising—BDC would work on as a recommendation to PAC. Adam would like to get this to PAC at their next meeting so that we can present this to the foundation for 10/11. We want to formalize our process so that we provide them guidance as to what the campus is supporting.

Sharon Kelly agreed that his is a good idea and added that the foundation currently funds some different kinds of things and that they give more money that $1,000.

Adam stated that we need some kind of a limit or we won’t have funds to do anything else.

There was much discussion about the last page and the wording. Maybe not be so specific in the examples listed because there could be other areas that could be included. Once buildings are completed there are costs related to site restoration. Adam stated that the list he provided is not in any specific order. Possibly indicate that these are high priority items—give them items to pick and choose from to fund raise.

Dan questioned why some of the programs were singled out for inclusion on the list, especially when some of them already have sizable budgets devoted to them (e.g., Science Building, Fine Arts, Athletics, Basic Skills, etc.). An important goal should be funding innovative programs that don’t already have another funding source. In its current form, the list of examples appears to discount the possibility of funding such new programs as One Book, One College and others like it.

What about adding categoricals to the list? Don’t need to see it listed as categoricals—need to fund “the need”.

After a list is finalized then there would need to be a meeting with the Foundation and the President to get specifics—at least have something to start with.

The science building is important but we specifically need $1.5 million of equipment to get it on line.

If we set it up this way we can have the divisions provide their needs for the year and update the priorities each year. Possibly have some body on campus prioritize the list.

The committee felt that it is good to have to mechanisms in place—one for small items and another for large. Adam said that he would work on the wording taking all recommendations into consideration.

Draft Accreditation Planning Agenda (blue handout)—Adam stated that some of the items have a cost relating to them so that is the reason Adam is bring this to BDC. Items 4, 5, 6 and 7 have a cost attached to them.

#4—Scheduled Maintenance is determined at the state level. One member asked the intention of “scheduled maintenance” and Adam will bring back the definition to the committee.

#5—Adam indicated that an assessment of our safety and emergency communications is vital and a plan to address these shortfalls is imperative.

#6 and #7—these two items could be incorporated together and we would need a funding mechanism for them. Would need to get a line item budget for this.

Meeting adjourned at 3:17 p.m.