PLANNING & BUDGET STEERING COMMITTEE

Meeting Notes October 20, 2010
(Accepted at the Meeting of 11/17/10)

Members Present:  Adam O’Connor, Dan Willoughby, , Sharon Kelly, Marcus Wilson, Chrystal Van Beynen, Garima Aggarwal; Sean Chamberlin

Absent:  Greg Ryan

Guest:  Grace Kim

Meeting commenced at 2:02 p.m.

The meeting notes from 10/6/10 were accepted.

Follow-up:  Adam informed the committee that the ARRA funds have been reduced and our share is $33,000.  Toni DuBois has given Adam a breakdown as to how this will be distributed.

Meeting Dates—Adam talked to President’s Staff and it was decided that we will still be meeting on Wednesdays as previously scheduled.  If we need to have a special meeting to accommodate one or more of the resource persons we will make that change.

Classroom Phones—Adam stated that there are two things related to this item.  Adam feels that we need a more in depth cost estimate that there could be a lot to the installation.  He indicated that Larry Mercadante is working with Bob Morison on this and he would like to talk to the Safety Committee to see if this is the best solution for classrooms.  We would also need to think about having phones in meeting rooms also.  Marcus doesn’t think that it has to be done room by room but possibly on a building by building basis.  The original cost estimate was $100,000 plus installation.  How many phones can you purchase with $100,000?  Do we have that many classrooms and meeting rooms?

Personnel Update—There is nothing to report at this time.

2010-2011 State, District and College Budget Update (yellow handout)—Adam gave an overview of the yellow handout highlighting certain areas:  Growth is typically allocated district by district but this time they are allocating 2.2% to each district, undoing part of the workload reduction for the previous year, no cost of living increase or decrease was included which benefits the district as they had budgeted the negative COLA.  The governor vetoed the $35 million backfill for categorical programs as well as the $25 million for economic and workforce development programs.  Adam thinks that this budget will be reopened by the new governor and we will likely see some mid-year cuts.  The district is proposing that...
we do nothing at this point. Probably by the time we meet next time, from the district standpoint, we might know more.

As far as categorical programs go, we have what we allocated and what we agreed to backfill. Dan Willoughby asked about the overall funding per FTES and how that number is calculated. Adam will get the exact calculation and share it with the committee.

Sean Chamberlin then asked if the state is trying to eliminate categorical programs? Adam said that he thinks the state may be moving toward a more flexible approach. Possibly a single grant for several categorical programs with more discretion at the district level as to how it is allocated amongst these programs and would be more advantageous. Sharon Kelly stated that she doesn’t feel that Matriculation should be included in the categorical programs as it serves all students.

As far as our own budget—after November 3 hopefully we will have more clarity. Adam assumes that he will have an answer regarding instructional equipment by Thursday and he will e-mail the information to the committee after he meets with the president. Dan Willoughby then gave a very informal overview on how his division develops a plan for purchasing instructional equipment.

**Foundation Fundraising/Centennial**—Adam indicated that there was no other change except for changing the order of the priorities. Adam announced that Bob Jensen and Andrea Hanstein will be attending the next meeting to speak about the centennial and stated that the centennial should be added to the fund raising list—the committee agreed. He believes they will be coming to this committee on November 17 and that they will be sharing their plan and estimated costs and asking for support for funding. Do we need an actual presentation or do we just want to review their proposal? Do we want them here to be able to answer questions? Bob and Andrea have been making presentations across the campus so that everyone is informed as to what they are doing. Adam will ask that they include feedback from the constituent groups. After some discussion, Adam indicated that he will see what they are planning to bring to the committee if there is feedback.

Some members were concerned about the process for getting to this committee to request funds. It was stated that the campus created this committee and they are now coming to this body for funding, we would then make a recommendation to PAC.

One member added that the district is requiring that we have a gala—how many of those types of events do we need? This will also be on the managers agenda for Friday.

**Capital Projects (pink handout)**—Adam reviewed the handout stating that the $20 million that we have transferred into capital projects has gone to 3 projects—P.E., the Science Building and the Technology Center. To date the total allocated is $18.6 million. He then went over the estimated future needs and indicated that there will be additional costs coming through for the three projects mentioned above.

Dan then asked if there was a campus beautification project. Adam said that we have a site restoration account that he has money in. There was some discussion about a beautification plan some time ago that included a circle drop off, new maps, Chapman Ave. beautification, etc. Adam indicated that he would check into that and get back to the committee.

Grace Kim, a guest, then asked if the school had any plans to install solar panels on campus. Sean was concerned that in the new 400 building they didn’t even install low flow toilets and did not plant low water foliage around the building. There was a feeling that there should be more environmentally friendly
items on campus. Garima Aggarwal then added that the Associated Students are currently working on a recycling program. They have received funding for a pilot plan to recycle bottles and cans and they will be placing 2 bins in food service for this purpose. She indicated that these bins will be attached to the floor so that they cannot be moved. Adam will investigate this.

**All Campus Spending Plan (blue handout)**—Adam reviewed the handout and explained the reason for the difference in the totals from 2009/2010 and 2010/2011. The increases were due to a counselor and librarian position being added as well as the additional monies received from SCE on a permanent basis for the labs, which significantly increased the amounts in the Academic Hourly and Classified Hourly and Overtime lines.

Meeting adjourned at 3 p.m.