PLANNING & BUDGET STEERING COMMITTEE

Meeting Notes May 4, 2011
(Accepted by e-mail)

Members Present:  Adam O’Connor, Dan Willoughby, Sharon Kelly, Sean Chamberlin, Brittany Kane, Chrystal Van Beynen, Marcus Wilson, Greg Ryan

Resource Members:  Ken Meehan; Toni DuBois, Scott McKenzie

Absent:  Unnamed Student Rep #2,

Meeting commenced at 2:03 p.m.

The meeting notes from 4/6/11 were accepted.

2011/2012 Budget Update—Adam stated that there is nothing to report at this time.  He then added that Dr. Doffney just sent out his monthly memo that indicated that we would be going with the best case scenario and planning to use one-time carryovers if needed.

Review of M&O Position—Adam shared with the committee the request to fill the vacant electrician position that was submitted by Chris Fighera in the newly adopted format which actually made this easier to review.  He then gave some personnel history in M&O indicating that the person that was in the skilled maintenance assistant position got the skilled maintenance mechanic position and their main need is to fill the vacant electrician position.  Chris agreed that if we fill the electrician position the skilled maintenance assistant position would be eliminated.

Dan had a concern that under #5 they were to list all of the positions in their department which they did not do.  Adam added that the response to #12 was not appropriate either.  Adam did bring a list of all the positions in M&O if anyone wanted to see them.  There were some questions regarding the duties of a carpenter vs. a skilled maintenance mechanic and Adam informed the committee that the skilled maintenance mechanic has a wider range of duties than a carpenter and in some situations we would probably have to contract out specific carpenter work.

Sean asked if there was a set number of positions that we need to meet the college’s needs and, if so, what would that be based on?  How do we know how many electricians a college would need?  Adam added that when we added buildings we did a comparison with other colleges regarding custodians and total square footage.  Ken Meehan indicated that there are some data available on positions from NACUBO.  Scott added that the service request system might be a place to look—the backlog of requests for certain positions.  After some additional discussion it was agreed to move forward the electrician position.
Recommendation for Budget Cuts and Funding Strategic Plan Initiatives (white handout)—Adam gave an overview of how these numbers were formulated. The VPs and Adam spent several meetings together working on this proposal. They are not necessarily across the board cuts but they tried to get an overall cut of 5% and have some funds to put aside to cover additional cuts for next year and strategic plan initiatives. He then proceeded to review with the committee the cuts—section by section.

Instructional Divisions—It was decided that there would be a minimal amount of cuts for instructional divisions (5%) except for P.E. (10%) because they will be cutting significantly more sections. The question was asked if this would affect our athletic teams. Adam stated that the in the write up provided by the dean that it would not—they would be cutting supplies, travel and equipment. One member thought a sport was being cut but Adam and Scott said that at the 10% level that was not true but at the 15% level it could happen. If a sport is to be cut, that direction could also come from the state.

Instructional and Student Support—The subject of Saturday Services was discussed and the support money set aside for those areas. Adam then explained how the Saturday Services budgets were cut by 50% with a smaller percentage cut from the department budget to equal the 10% or 15% overall cut. How would the decision be made at the college level on who and how many hours are cut? The VPI did meet with the deans that are offering classes that would require Saturday Services and they came up with a plan to cover the needs.

Some questions arose--Is it a top priority to have the library open on Saturdays or possibly offer more classes? We have eliminated most of our Saturday classes why should the library be open? Most divisions have retreated from offering Saturday classes. Much discussion ensued.

One member made a suggestion—if we cut Saturdays could they be open later during the week? We do have some classes that go until after 10 p.m. Couldn’t we keep the library open a little longer and stagger the staff? This could be a possibility. It was suggested that we have a conversation about Saturdays in a little more detail.

Adam then reviewed the few areas that we reduced general fund and added back the cost through the use of on-going dynamic funds. Chrystal was concerned about the workforce center budget and the proposed cuts there. Adam stated that if the goals of the campus would support the workforce center that is how you would be considered for increased funding in the future like anyone else on campus. Any area would have to follow the strategic planning process. We will need to decide within our strategic goals if this money is being well spent on the number of students served. We are not singling out any specific groups.

Administrative Support—Adam stated that the district is considering requiring students to immediately pay for classes at the time of enrollment. Approximately 90% of those who pay, pay with a credit card and we are looking at options for those that don’t have credit cards. The higher the student fees and the more credit cards taken increase the cost due to credit card fees. This last year, these fees increased 64%.

He then added that the Centennial marketing budget is included in with the Public Information allocation even after these cuts. One member suggested that the public information and marketing budget should be reviewed to determine if we are really getting the best bang for our buck. Adam said that they looked over the entire budget line by line in order to come to a determination of what to cut.

Adam then asked the committee if they feel relatively comfortable with the recommendations. He then added that he and the VPs did put a lot of time working on this document.
Dan was concerned about how we would make a recommendation to approve with the exception of Saturday services? We should probably have the conversation about Saturday services. There was some discussion about folding the Saturday services amounts into the areas regular allocation and then let the areas determine if they want to offer Saturday services or not. Adam explained that when they were awarded their allocations for Saturday services the allocation could only be used for those expenses.

Scott McKenzie added that he would like to see the two allocations separate and not folded back in and have it absorbed for other things. Who should make the decision on how to spend the money—on Saturday hours or other hours. We would need to determine what the needs are for Saturdays and present it to the president—past practices are not what we should go by since we might not offer Saturday classes at all in the future. Scott added that there is an ARGOS report that would list all of the classes offered on Saturdays.

After some additional discussion Adam asked the committee if we are in agreement to bring this to PAC next week? Adam indicated that this information is only a draft until after it is reviewed and recommended by PAC and approved by the president. If possible it is recommended in PAC and if Dr. Vurdien takes action on it, we can then work on our budget inputs for 2011/12.

**2011/12 Meeting Schedule**—Adam went over the proposed meeting schedule for next year. After hearing several scenarios, he will be revising the proposed schedule and bring it back to the committee.

Meeting adjourned at 3:45 p.m.