PLANNING & BUDGET STEERING COMMITTEE

Meeting Notes December 1, 2010
( Accepted at the meeting of 12/15/10)

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

Absent:  Greg Ryan, Garima Aggarwal; Rocky Spinelli

Meeting commenced at 2:12 p.m.

The meeting notes from 11/17/10 were accepted.

Follow-Up—Classroom Phones.  Adam informed the committee that it was Merc’s intention to take this issue to the safety committee but decided it was not necessary.  Adam has been working with Merc and Bob Morison and came up with an estimated cost of $185,000 to install phones in 185 classrooms and approximately 15 meeting rooms.  It is estimated that it will cost approximately $350 a room plus necessary switches at $5,600 each.  The vast majority of rooms don’t need a switch.  When adding switches it increases the capacity dramatically.  Marcus Wilson suggested that we do this project in phases.  Need to make sure that the ports are compatible with existing upgrades.  These phones will be mounted on the wall and have the capability to dial off campus 911, 911 to public safety and any campus phone or the switchboard.  Adam informed the committee that Dr. Vurdien is supportive of this project and the intention is to move forward as quickly as possible.  The committee unanimously agreed to move forward with the proposal.  Marcus asked about the funding source and Adam indicated that these funds would be coming out of our carryover.  There was some discussion about the ringing of the phones during class and their “broadcast” capabilities.  Adam will follow up.

2010/2011 State, District and College Budget Update—No new state budget news to report at this time.

Instructional Equipment—Adam informed the committee that the amount of $500,000 for instructional equipment is now moving forward and added that the division allocations should be coming very quickly.  There was some discussion regarding instructional equipment monies and Tech Plan—should we be giving ACT instructional equipment money if they are getting monies for the Tech Plan?  Marcus stated that the Tech Plan money is for infrastructure type items.  Adam indicated that when Dr. Vurdien reviewed the equipment lists from the areas that he noticed that there are a lot of tech items that have been purchased by the divisions that should be part of the Tech Plan in the future.

Marcus Wilson stated that we set aside $500,000 for extended day budget overages and it looks like we are going to be over by $700,000.  What are we going to set aside next year?  He then suggested that we
use the income generated from International Students in order to keep a soft landing since these funds are
generated by students in the classroom. Utilize these funds instead of cutting classes. Adam added that
these funds are already included in our carryover amount and he doesn’t think that we will be cutting as
much over the next few years and the number will diminish each year. Adam then reminded the
committee that we will likely need to fund a huge Tech Plan next year.

Dan Willoughby then asked about the status of Stingers Café. Adam indicated that they are behind
schedule with the remodeling and that it should be up and operating by spring semester. They will have a
coffee cart as well as grab and go food items and a small seating area inside.

**Classified Hiring Procedure (white handout)**—Adam reminded the committee that we were charged by
PAC to create a procedure as we don’t have one currently—not that we necessarily have any money to
fund any new positions at this time. The committee reviewed the draft handout and much discussion
ensued. Some of the issues that arose were:

- There was a question about the number of requests from each area and trying to be equitable
- The timeline needs some work
- Include Program Review
- Would areas need to resubmit each year
- Would increases in months employed equal 1 request
- Possibly change it to no more than 2 FTES instead of 2 requests
- How the routing would go
- Prioritization of positions
- Adding Yes, No and Maybe to the Assessment page
- As goals change our criteria would follow
- What about a reorganization—would be a unique situation
- Changing the point value on some of the assessments
- Add a category for “other”
- Replacing hourly and professional experts by hiring a new classified position
- How the position will be funded—giving up hourly monies
- Add a category without a rating—Will take into consideration
- Ratings discussed here and don’t leave here
- Having the scoring sheet and request in the same order

Adam indicated that he will do a revised version and get it out as soon as possible so that members can
take it to their constituents. This will come back at our next meeting.

Meeting adjourned at 3:55 p.m.