

BUDGET PLANNING COMMITTEE (BPC)
Planning for the 2016-17 Budget Year

OCTOBER 14, 2015, 3:00 P.M.

AGENDA FOR SPECIAL BPC/FPC/TPC COMBINED MEETING

SS 202 Boardroom

1. Call Meeting to Order –3:00 pm
2. Introductions: Chris Gaines and Doug Edgmon as co-chairs.
3. ACTION REQUIRED: Approve Meeting notes from September 16, 2015
4. INFORMATION: Update on Utility Infrastructure Project – GHD, Inc. will be on hand to answer questions.

STANDING CLOSING ITEM:

1. Discuss: Plus, Minus, Delta/Closing the loop on this meeting.

CR BPC website: <http://inside.redwoods.edu/BudgetPlanning/>

CR Accreditation website: <http://www.redwoods.edu/accreditation/>

2. Tentative future BPC meeting dates, all times start at 3 pm:
 - a. Wed, Nov 11
 - b. Wed, Dec 16
 - c. Wed, Jan 13
 - d. Wed, Feb 17
 - e. Wed, Mar 23
 - f. Wed, Apr 20
 - g. Wed, May 18

CCC confer is available for those unable to attend in person.

PARTICIPANT DETAILS

> Dial your telephone conference line: (888) 450-4821

> Cell phone users dial: 719-785-4469

> Enter your passcode: 390091

Participant Conference Feature

*6 - Mute/unmute your line

BUDGET PLANNING COMMITTEE (BPC)

Planning for the 2015-16 Budget Year

Wednesday, September 16, 2015

3:00 Board Room

Summary Notes

MEMBERS PRESENT	Sue Alton, Michael Dennis, Doug Edgmon, Angelina Hill, Lee Lindsey, Tami Matsumoto, Steven Roper, Kristy Seher, Debbie Topping, and Lorie Walsh
OTHERS PRESENT	Paul Chown, Kathy Cox, Mike Haley, Kintay Johnson, Chris Romero, Joanna Tindle, Brian VanPelt and Connie Wolfesen
CALL TO ORDER	Michael Dennis called the meeting to order at 3:02 p.m.
ACTION APPROVE SUMMARY NOTES	The meeting notes from May 20 and May 27, 2015 were approved as presented.
INFORMATION REVIEW BUDGET CALENDAR	Mr. Edgmon reported that we are currently on track with the Budget Calendar. He stated that BPC's main goal is the district's fiscal stability, but the committee should also take the Strategic, Technology and Education plans into consideration when making decisions.
FISCAL HEALTH	<p>There was discussion regarding the fiscal health check list and budget forecast. It was noted that the information gathered does not get reported to the chancellor's office but it was a big part of the accreditation evidence.</p> <p>Mr. Lindsey stated that the budget is currently balanced and stable and meets the FON and the 50 percent law requirements, it also currently has a reserve fund balance above 6 percent. Mr. Lindsey continued by saying that the future health of the budget will be contingent on funding from the state as well as stable enrollments. He noted that CR's payroll percentage is currently higher than the state average and this could be a concern for the future. Tami Matsumoto was asked by CRFO to mention that Santa Rosa JC did a study comparing faculty salaries in all 72 CCCs and it showed that CR's ranks near the lowest, this was based on salary schedules as of January 1, 2015.</p>
ACTION ITEM BPC PLANNING AGENDA	<p>The BPC planning agenda was reviewed and Mr. Lindsey asked if there were any updates or changes. The committee discussed language used in the document and concern was expressed regarding different interpretations.</p> <p>Mike Dennis recommended that there be better communication when it comes to ranking of the resource requests from Program Review. Angelina Hill suggested that BPC use the same rubric to rank items that TPC uses and to also provide scores for each item ranked.</p>

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Mr. Lindsey suggested that ADA and Life and Safety items be listed as informational only and not ranked because they are mandatory items. Mr. Dennis stated that if an item is a mandatory compliance item it should be noted what law or statute requires it.

Mr. Lindsey reiterated the importance of not violating the ranking of the sub committees unless there is significant evidence to do so. Tami Matsumoto stated that she would like BPC to discuss the subcommittee rankings. Mr. Dennis noted that Tami's request will be brought back to a future meeting for further discussion.

Committee members present unanimously approved changes to the language, use of a rubric and review of numeric scores for items ranked.

MEASURE Q REBALANCE

Mr. Lindsey asked the committee to approve a new Measure Q rebalancing recommendation. He stated that it may be necessary to rebalance the remaining Measure Q funds depending on what the district receives from the state for Mandated Reimbursement. He continued by reviewing the various projects throughout the district that need to be funded noting that there isn't sufficient Measure Q funds left to complete them all.

The committee members in attendance approved the Measure Q rebalancing recommendation.

INFORMATION MANDATE REIMBURSEMENTS

There was discussion regarding the number of projects that need to be done district-wide. Mr. Lindsey stated that the state has paid down about \$2M to the district for Mandated Claims and there is around \$6M remaining unpaid. He stated that it would be wise to put aside a portion of any funding received so that in the event a state bond is passed the district would have some matching funds available.

FACILITY & TECHNOLOGY MASTER PLANS

Mr. Lindsey reported that new Facility and Technology master plans are currently in the progress. He noted that the Facility Master Plan(FMP) is the more complicated of the two because of the need for architectural and engineering expertise. He also noted that it will not be possible to have a final draft of the FMP by the December 2015 deadline because there is still more seismic testing to be done.

The Technology Master Plan (TMP) will be a little easier to develop according to Mr. Lindsey. He stated that when the last TMP was done it was considered to change the district's email over to Gmail and it may be time to look at that again. He said that it is important to have a strategy in place so that the technology needs of the district can stay current and up to date. The Technology Planning Committee currently plans to meet the December deadline and have a final draft of the FMP in place.

PROGRAM REVIEW TIMELINE

The timeline for Program Review and Resource Requests were reviewed and it was noted that the sub committees will be providing information to Vice President

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Lindsey in late October. The goal is for FPC and TPC to complete their rankings by the end of January and to forward to BPC to complete rankings by end of February 2016.

UPDATE 2015-16 RANKING

There was discussion regarding how constituents are notified of the outcome or ranking of a project. It was noted that there is need for clearer communication on the outcome of the ranking process. It was also noted that it would be helpful to have the author of the request on the ranking sheet so that person can be notified.

STUDENT FEES

Mr. Lindsey reported that the Student Technology fee has been very successful and it has funded several projects across the district. This year alone approximately \$78,000 has been designated to replace computers used by students. Some of the future projects that may be funded by the TECH fee include:

- Student Help Desk
- Expansion of student technology space in LRC
- Increase number of Apple computers

Mr. Lindsey stated that he would like to start the conversation of increasing the Student Tech fee so that more of these types of projects can be done. Tami Matsumoto suggested considering a fee increase based on the number of units a student is taking.

Mr. Lindsey noted that other potential student fees could include a Transportation Fee and a Student Center Fee. A Transportation Fee would subsidize bus passes and the Student Center Fee would help with upgrades to the Student Union Building that won't be addressed in the Utility Infrastructure project. These fees would require a special vote by students.

SAFETY UPDATE

Burk McBride and Steven Roper are working together to purchase and install additional cell boosters across the Eureka campus. This will increase cell service on campus. Additional emergency call boxes are also being installed in the parking lot.

UTILITY COST INCREASES

Mr. Lindsey reported that utility costs have been increasing throughout the district. Several cost savings measures are being implemented to help lower costs and include:

- Reduce tonnage of waste paper and install hand dryers in restrooms
- Purchase energy efficient appliances and replace older models
- Install LED lights across campus
- Install soft power downs on district computers

PARKING

Mr. Lindsey stated that there is currently no handicap parking near the PE building so he would like to have some re-striping done to include those spaces as well as some additional staff parking.

SELF SUPPORTING PROGRAMS

Mr. Lindsey reported that the district has begun assessing out costs for operating the self-supporting programs to the self-supporting funds. He stated that it is

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necessary to adjust fees and charges to make sure the direct cost of the programs and district's cost for operating these programs is covered.

ADJOURNED

4:30 p.m.

SUBMITTED BY

lw

UIR-SS Preliminary Plans Review
October 5, 2015
SS 104

Presenters: Steven Roper – Maintenance and Facilities, Garry Patrick – Maintenance, Mike Woyak – Project Manager, Steve McHaney – GHD, Luke Halonen – GHD, Dan Reiter – GHD and Steve Girard – GHD

Others: Jose Ramirez – IT, Kirt Frischknecht – IT, Mark Bernards –IT, Erik Sorensen –IT, Barbara Jaffari – Faculty, Catherine Cox – Library & DE, Max Capps – Maintenance , Marla Gleave – Dean, CTE, Keith Snow-Flamer – Interim President, Burk McBride – Security and Robert Ekholdt – Residential Life

Summary:

- Kirt, Mark, Erik and Jose were interested in Campus Cabling, Building Infrastructure and Site Utilities.
- Max Capps was interested in anything electrical.
- Marla Gleave(Dean CTE) was interested in the AT Building Retrofit.
- Most of the other input consisted of general questions, timing, disruption, etc.