

Budget Committee		July 22, 2015	
A G E N D A		2:30 – 4:00 pm	
		SSV-151	
Type of meeting:	Regular Meeting		
Recording Secretary:	Deborah Morgan		
<i>Supporting Documents: 7/9/15 Budget Committee recommendations memo to Exec Council, 7/16/15 Exec Council response to Classified/CMS/Admin hiring</i>			
Comments by the Chair			
<ol style="list-style-type: none"> 1. Minutes 2. Exec Council Response to Budget Committee Recommendations on 15-16 Classified/CMS/Admin Hiring 3. Process Improvement Discussion: What did we like about the 15-16 resource allocation process, what did we not like about the process and what can we do better? 			
Committee Members			
Diana Keelen, Co-Chair	Executive Director Business Services (Co-Chair)		
Dr. Irit Gat, Interim Co-Chair	Academic Senate President or Designee (Co-Chair)		
Jill Zimmerman	Dean of Student Services		
Karen Cowell	Dean of Academic Affairs		
Pamela Ford	Classified Union		
Violet Christopher	Faculty Union		
Justin Shores	Faculty Staff		
Jonathan Over	Adjunct Faculty Staff		
Maria Valenzuela	Classified Staff		
Nichelle Williams	CMS		
Jarod Simmons	Facilities		
Maxine Griffin	Human Resources		
Rick Shaw	Information Technology Committee		
Vacant	Outcomes Committee		
Carol Eastin	Program Review Committee		
Vanessa Gibson	Student Success Committee		
Kim Covell	Enrollment Management Committee		
Hoyoung Moon	ASO Representative		
Mark Bryant	Vice President HR & Employee Relations, Ex-Officio		
Erin Vines	Vice President Student Services, Ex-Officio		
Bonnie Suderman	Vice President Academic Affairs, Ex-Officio		
2015 Remaining Meetings:		November 11 (holiday: No meeting) and 25 (?)	
<i>August 12 and 26</i>		<i>December 9 and 23</i>	
<i>September 9 and 23</i>			
<i>October 14 and 28</i>			

Budget Committee Minutes		July 8, 2015 2:30 – 3:30 pm SSV-151	DRAFT
Called to order:	2:30 pm	Regular Meeting	
Co-Chairs: Diana Keelen / Irit Gat			
Attendees: Diana Keelen, Pamela Ford, Violet Christopher, Justin Shores, Jonathan Over, Nichelle Williams, Maxine Griffin, Rick Shaw, Vanessa Gibson, Hoyoung Moon, Kim Covell, Jared Simmons, Mark Bryant, Bonnie Suderman. Absent: Jill Zimmerman, Terry Schultz, Vanessa Gibson, Karen Cowell, Erin Vines, Irit Gat, Carol Eastin, Maria Valenzuela			
Opening Comments from the Chair: Ms. Keelen welcomed Jared Simmons to the committee as the Facilities representative. Prior to beginning discussion of the agenda items, Ms. Ford asked for clarification on why the format of the agenda changed and could the chair make that decision without asking for input from the committee since we operate under the Brown Act. Ms. Keelen reminded the committee that we do not operate under the Brown Act since we are a recommending body; not a decision-making body. A simple formatting change was made to the agenda to be consistent with other committees. We can re-visit the Brown Act discussion at a future meeting, but Ms. Keelen asked that we proceed to the agendized items.		Diana Keelen/Irit Gat	
1. Approval of Minutes		Diana Keelen	
Discussion: Minutes from the June 24 meeting were presented for review.			
Action: Minutes approved as presented.			
2. Funding Allocations for 2015-2016.		Diana Keelen	
Discussion: Copies of the 2015-2016 funding allocations were distributed.			
Action: The recommendations will be presented as an informational item at the joint Strategic Planning and Budget committee meeting on July 15.			
3. Resource Allocation Process Diagram		Diana Keelen	
Discussion: Ms. Keelen provided the committee with a diagram that reflects the resource allocation process, accurately reflecting the change in process since the Strategic Planning and Budget committees split.			
Action: Ms. Keelen asked the committee to review and provide any recommended changes.			
Additional Information: The next regularly scheduled Budget Committee meeting will be July 22, 2015.			

Memorandum

To: Budget Committee
CC: Executive Council
From: Ed Knudson, President
Date: 7/16/2015
Re: Classified Hiring Prioritization

After reviewing the prioritization list for classified staffing for the budget year 2015-16, the Executive Council has made the following adjustments to the recommendations of the Budget Committee. The following provides the adjusted list with detail and rationale. This list will be forwarded to the Board of Trustees as part of the adopted budget for their action.

#1. Clerical III	HR/Risk Mgmt	\$ 59,559
#2. Cashier	Business Services	\$ 54,832
#3. Tech Analyst	Business Services	\$ 68,665
#4. Custodian I	Facilities	\$ 56,351
#5. Tech. Dir. PAT	Auxiliary Services (Business)	\$ 89,821
#6. Clerical III	Learning Center	\$ 59,559
#7. Tech Analyst	ITS	\$ 68,665
#8. Automotive	Facilities	\$ 70,693
*20% Coordinator, Deaf Svcs, OSD		\$ 13,733
May be funded through Student Equity		
**Change in ITS from Support position to Network Engr		<u>\$ 29,000</u>
Revised allocation		<u>\$507,878</u>

It is proposed that the reorganization of the Advancement and Foundation Office will result in the following:

-Clerical III position just recently vacated by transfer of the incumbent, be reassigned to the Academic Senate Office as a Clerical III, 30-hour, 225 day employee.	
Change in cost	(\$17,170)
-Advancement Assistant (currently vacant) to be filled	\$ 56,908
-Accounting Asst (reassign to Bus Svc and Gen Fund)	\$ 64,159
-Create two Coordinator positions	
-Coordinator, Scholarships	\$ 68,847
-Coordinator, Alumni Relations (transfer from Senate)	No Change
-Financial Aide Tech II transfer to Financial Aid	<u>No Change</u>
Total Reorg costs – Advancement and Foundation	<u>\$172,744</u>
Total Costs (does not include Facilities Reorg)	<u>\$680,622</u>

Total Available for Classified Staffing and ReOrg	<u>\$845,408</u>
Difference – Available for Facilities Reorg	<u>\$164,786</u>

The order of priority was changed due to the proposed reorganization of the Advancement and Foundation Office resulting in two position changes, and the reassignment of the Accounting Assistant to the Business Services office and the general fund. The partial funding of the Coordinator, Deaf Services position is critical to ensure we are meeting the needs of our hearing impaired students in the classrooms. Further, as a means of balance and growth, Facilities needs in maintaining equipment with the hiring of the Automotive Mechanical Assistant are essential.