**STRATEGIC PLANNING AND BUDGET COUNCIL**

**BUDGET AND FINANCE SUBCOMMITTEE**

**MINUTES**

**June 20, 2012**

MEMBERS PRESENT:

Dr. Willard Wright – co-chair

Maria Clinton

Dr. Ed Beyer

Dr. Karen Cowell

Kim Fite, proxy for Maria Valenzuela

Pamela Ford

Cynthia Hoover

Diana Keelan

Sharon Lowry

Janell Paul

Heidi Preschler, proxy for Justin Shores

Shane Turner

Jill Zimmerman

GUESTS PRESENT:

Calvin Madlock

Tom O’Neil

Bridget Razo

LaDonna Trimble

Dr. Willard Wright called the meeting to order at 2:30pm and briefly reviewed the membership of the committee to ensure it was correct. Maria Clinton noted that there were items on the agenda that were carried over from previous meetings and the rest were more recent. Her understanding of the purpose of the committee is that they review budget and finance requests and then send them forward to the main SPBC Committee with recommendations.

1. Review District Support for Categorical Programs

At the last meeting, it was determined that this committee would revisit this item. Dr. Beyer stated that concern was raised at the last meeting because some of the programs were over funded and the question was raised about the over funding versus giving people 22 days off per year. Ms. Trimble noted that the grant requires the district to have 165 students for fall and spring, and the students have already been accepted for this year. After discussion, it was agreed to table this item until more firm numbers are available and to look for documentation on specific programs and what the district is funding.

1. Full Time to Adjunct Ratio per Division Report

Sharon Lowry reported that a request had been made to hire an interim English instructor replacement. However when she was provided with information that the full time to adjunct ratio would not support the hiring, the decision was made to withdraw the request.

1. Clean Edison Grant

Dr. Tom O’Neil reported that the Business Office was contacted about taking over a Clean Edison Grant. Dr. O’Neil volunteered to work on the grant and gave the committee a report on the status. This grant is for four years with no matching funds and would amount to $3,000,000 for both Cypress and Barstow Colleges and between $5,000,000-$10,000,000 for the district. The award will be determined in September and Dr. O’Neil will report back to the committee.

1. Staffing Requests:
* Clerical Assistant II – Calvin Madlock

Mr. Madlock noted that this position is to cover the ITS Help Desk and is funded 50% district and 50% grant funding. The person currently in this position has resigned and must be replaced right away. The number of calls received ranges from 75-100 at slow times to 400 calls at peak time, and Mr. Madlock noted that approximately 95% of the calls are for password reset. This is a 12 month position that was not reduced when reductions were made. In 2014 when the grant funding expires, a decision will be made whether this position will go to 50% or stay at 100%. A motion was made and seconded to approve the position. Motion passed with no oppositions or abstentions.

* Auto Lab Assistant – Sharon Lowry

Dr. Cowell reported that the person who had this position passed away and the position is critical. This person is not only responsible for providing a safe working environment, but is also the person who checks tools in and out of the tool crib. The hours will possibly be adjusted to provide time for clean up on Fridays. This position is 10 months at 100%. A motion was made and seconded to approve. Motion passed with no oppositions or abstentions.

* Educational Advisor – Sharon Lowry

Ms. Lowry reported that this is an 11 month position at 50% and is totally funded by the STEM grant. This person will advise students in Palmdale and is critical due to the volume of students at the site. Because this position is grant funded, this item is informational only.

* Director, Institutional Effectiveness, Research and Planning – Sharon Lowry

Ms. Lowry reported that Ted Younglove, the dean of Institutional Effectiveness, Research and Planning has resigned and will be leaving mid-July, and that the position is actually a dean not a director. The position needs to be replaced for accreditation purposes. A motion was made and seconded to approve the position. Motion passed with no oppositions and one abstention.

* Disability Services Specialist – Dr. Jill Zimmerman

Dr. Zimmerman distributed a letter in support of this position from Dr. Louis Lucero, Director of Office for Students with Disabilities. She noted that students must be seen within 3-10 days depending on the nature of their concerns, and that the OSD staff work very hard to serve the large numbers of students with disabilities that require services in a timely manner. Heidi Preschler suggested that more emphasis be placed on accommodation rather than diagnosing since diagnosing is not mandated by the state. A motion was made and seconded to approve the position. Motion was approved with nine votes for approval, one opposition and no abstentions.

1. Finance Plan (Informational Item) – Diana Keelen

Ms. Keelen had made a suggestion that the committee review the finance plan and noted that, in the past, there was a task force that was created to review it. Ms. Clinton will determine how this has been done in the past and will report back to the committee.

1. SPBC Handbook Update (Informational Item)

This is same as above. Areas of the handbook have to be changed and will be brought back to the committee for review. Ms. Lowry requested that accreditation be considered when reviewing the finance plan and the handbook.

1. Impact of Personnel Reductions on Budget – Shane Turner

Mr. Turner reported that Dr. Fisher made some adjustments to the personnel hiring request made by Doug Jensen. This resulted in a net savings of $50,000. The remaining positions will be going out to be advertised in the newspapers this week-end.

1. Financial Impact of District Support for Categorical Programs

There was no attachment to this agenda item, so it was tabled until another meeting.

1. Schedule for Summer Meetings

The committee discussed the best schedule to meet, and it was agreed that the SPBC Budget and Finance Subcommittee would meet the first Wednesday of every month at 2:30pm. The exception to that will be the July meeting since the first Wednesday is a holiday. In that case, the committee will meet on the second Wednesday (July 11, 2012). In addition, the full SPBC Committee will meet on the 3rd Wednesday of each month at 2:30pm.

Dr. Zimmerman recommended that because the committee has not been consistent with position approvals, that staffing requests come to this committee first before going on the agenda of the full SPBC committee.

The meeting adjourned at 3:50pm