

# College Budget Committee

Wednesday – February 24, 2016

2:30 – 3:45 p.m.

North/South Lounge

Approved 2/26/2016

**Committee Members:** Fred Harris (Chair), Dale Clark, David DiDenti, Wade Ellis, Dina Hampton, Julian Kearns, Kathleen Rose, Connie Phillips (Recorder), and Analisa Zanella (Recorder);

**Absent:** Laurel Blakley, Veronica Martinez, Susan Peterson (Recorder)

**Resources:** Jan Berstein-Chargin, Eddie Cervantes, Fran Lozano, Kathleen Moberg, Eric Ramones, Susan Peterson, Ann Ratto

**I. Call meeting to order 2:30 p.m.**

A. Additions/Deletions to the Agenda: A motion was made to approve the Agenda without any additions/deletions.

M/Dale Clark

S/David DiDenti

V/Unanimous

**II. Minutes – December 9, 2015 (Attachment):** A motion was made to approve the December 09, 2015 minutes.

M/Dale Clark

S/David DiDenti

V/Unanimous

**III. Action Item**

A. Equity Program Current Year Budget & Position Augmentations: Eddie Cervantes and Kathleen Moberg explained in details the program's budget. They have to meet the milestone in order to continue the program. The goal is to focus on improvement/changes. A motion was made to adopt the plan totaling \$360,819 in mostly categorical funds, and 4 part-time & 3 full-time positions.

M/Julian Kearns

S/Wade Ellis

V/Unanimous

**IV. Information Items**

A. Multi-Year MIS Core Computing Hardware Upgrade: Fred Harris spoke about the hardware upgrade that needs to be done over the next 2-3 years. Saul Salinas explained the details of upgrading the system and what it will entail. Due to an increase in the number of new computer applications, the existing system cannot continue to meet the level of growth that Gavilan has experienced. In case of a disaster issue the existing technology would not be able to handle a recovery (such as: recovering critical data). There are several layers of core/fiber optics that needs to be updated. This item will be brought back next Budget Meeting.

B. Administrative Services Division Reorganizing/Sheriff's Deputy: Administrative Services Reorg: A total of approximately \$100,000 in savings will accrue from this

reorg, mainly from not filling Ana Garcia's previous position as Supervisor of Security and Special Services. Business Services: Laurel Blakely promoted to Budget/Accounting Supervisor, and Laura Hagan promoted to Payroll Supervisor. Wade Ellis commented the Audit/Budget Supervision does not exist yet. Also, Security needs to increase for safety enhancement. Sheriff's Deputy: Gavilan is moving forward and will be negotiating soon with the County on this.

- C. Benefits: Fred Harris commented the district can no longer solely afford 10-15% annual increases in the cost of employee health benefits. Therefore, beginning with 2016-17, the amount of the district's contribution will be capped at the aggregate amount of contributions provided by the district in 2015-16. Any costs beyond that amount will be an employee responsibility. The desire is to move away from CalPERS for health benefits to a health JPA like SISC, which have a greater variety of health plan choices with many that are less expensive to CalPERS and below the Cadillac Tax thresholds. This will be part of the upcoming 2016-17 employee contract negotiations.
  - D. Review and approval of FY 2016-17 Budget Requests: Items discussed: The committee process of recommending budget priorities for 2016-17 was reviewed.
- V. Reporting Out – Committee members are reminded to report to their constituent groups.
- VI. Next meeting dates in the North/South Lounge
- Feb. 26<sup>th</sup>, 11:00 – 1:00 p.m., Feb. 29<sup>th</sup>, 3:30 – 5:00 p.m., March 14<sup>th</sup>, 2:30 – 4:00 p.m., March 16<sup>th</sup>, 3:30 – 5:00 p.m., March 18<sup>th</sup>, 11:00 – 1:00 p.m.

Adjournment 3:30 p.m.

## Budget Committee Meeting

Wednesday, March 1, 2017

Room BU 120

2:00 p.m.

**Committee Members:** Fred Harris (Chair), Dale Clark, Wade Ellis, Julian Kearns, Laurel Blakely, Veronica Martinez

**Absent:** Kathleen Rose, Dina Hampton

**Resources:** Michele Bresso, Jan Bernstein-Chargin, Eddie Cervantes, Fran Lozano, Kathleen Moberg, Eric Ramones, Sherrean Carr, Debbie Britt-Petty (Recorder)

I. **Call Meeting to Order** – 2:07 p.m.

II. **Action Items**

A. **TRIO Upward Bound Math and Science Grant:** Eddie described the grant that he is applying for. The deadline is March 22<sup>nd</sup>. The TRIO Program is designed to help students excel in math and science and encourages them to pursue college degrees and careers in these fields. The grant would fund an administrative position to manage the program, and a program specialist who would work with the students at the high school level. This program can get students on track to continue at the college level. It is possible that they can even connect into one of our local 4-year universities such as San Jose State. Eric stated that Human Resources would normally recruit grant positions such as these as a permanent faculty position. However, these positions are for an administrator and a classified position, not faculty. There is no general fund matching requirement for this grant.

**Item approved**

B. **Program Plans:** Wade addressed the committee to explain that we usually get discretionary funds each year. This time, there are no discretionary funds in the Governor's budget plan. This could change in the May revise, but we have to be prepared for the likely possibility that we will not receive discretionary funds. Fred reviewed the Program Plan list and asked which items needed to be approved by the committee. Only the following items were recommended for funding; all other items were deferred.

a. **Admissions and Records:** Coyote Valley needs a full time position to staff the front desk area. This person would be there to answer questions and direct students. Projected Cost: \$80,000 (General Fund)

**Item approved**

b. **Financial Aid:** Looking to purchase software that works with Banner. This would support online documents and eliminate paper forms.

This would automate processes, increase efficiency, and eliminate paper. Projected Cost: \$25,000 (BFAP funds)

**Item approved**

- c. Fine Arts: Theater Arts: Would like to purchase a new grand drape and other drapes to comply with the Fire Code. Health and Safety Issue. Projected Cost: \$15,000 (General Fund)

**Item approved**

- d. Health Services: Asking for additional Equity funds to support students in other areas. Also for things like vision care, Health Faire, and other needs as they arise. Projected Cost: \$8,000 (Equity funds)

**Item approved**

- e. Morgan Hill Site: Security cameras for the front of the site which will communicate to the local police department. Projected Cost: \$1,572.83 (Health & Safety Funds)

**Item approved**

- f. Strong Workforce Program: The purpose of SWP is to increase and improve CTE courses, programs, pathways, credentials, certificates, and degrees. 60% funding direct to the college= \$639,561 includes:

- .30 Director Position
- 1 Full Time CTE Counselor
- 1 Full Time Senior Program Specialist

The following CTE Program Development:

- UAS
- Hospitality, Retail, and Tourism
- HVAC
- Phlebotomy

40% Regional Funding, one time allocation of \$362,418 to support regional efforts in program development in the following areas:

- Cyber Patriot Summer Camp
- UAS
- HVAC
- Paramedic

**Item approved**

- g. Student Life Coordinator: to help increase participation in Gavilan campus events and activities. Projected Cost: \$1,000

**Item approved**

Adjournment: 2:58 p.m.

## **Budget Committee Meeting**

Wednesday, April 26, 2017

Room MP 116

2:00 p.m.

**Committee Members:** Fred Harris (Chair), Dale Clark, Wade Ellis, Dina Hampton, Julian Kearns, and Veronica Martinez

**Absent:** ASGC Representative and Laurel Blakely

**Resources:** Dr. Kathleen Rose, Michele Bresso, Jan Bernstein-Chargin, Jeff Gopp, Fran Lozano, Kathleen Moberg, Eric Ramones, Brooke Boeding, and Debbie Britt-Petty (Recorder)

- I. **Call Meeting to Order** – 2:07 p.m.
  - A. Additions/Deletions to the Agenda  
None.
  
- II. **Minutes – March 1, 2017**  
MSC (V. Martinez/D. Hampton) 5 ayes, 0 nays to **approve**
  
- III. **Information Items**
  - A. How to better communicate Budget Committee recommendations and upcoming District Budget Development Schedule  
Fred Harris referred to the Budget Calendar handout to give the committee a picture of what we do and when in connection with the budget scheduling in Sacramento. Julian Kearns told the committee that he gets asked about the budget from colleagues and he feels like he doesn't have a sufficient answer. Wade Ellis stated that it can be difficult to know what is going on with the budget if you are not deeply involved with it. He said that very little is known about the budget until after the May revise in Sacramento. We use that to come up with the next year's budget, and then Sacramento's budget isn't finalized until September. Kathleen Rose appreciates the fact that we have Julian Kearns and Dale Clark who are willing to be spokespeople to faculty. She said that the message she would like the committee to convey is that there are very positive reasons that our budget is short right now. This has been a transitional year. Gavilan has been involved in major projects, opening a new campus, reorganizing, working on benefits, and completing a classification study. We have been willing to release resources in meaningful and creative ways to encourage enrollment and longevity at Gavilan. In the years to come, we will need to improve our physical structures as well. We do have new tools and reports coming out in Banner which will help us gain easy access to our budgets and paint a better picture of where things are at.

#### IV. Action Items

##### A. New DRC Mobility Aide and Job Developer

Brooke Boeding discussed the job description handout of two positions she needs in the DRC (soon to be AEC) Department. The Mobility Aide would be an ongoing position responsible for delivering students on the tram and being a test proctor. There is a large need for test proctors at this time. This position could also work with evening students. The funding source is DSPS funding under the Chancellor's Office.

The second position Brooke described is for a Job Developer. Gavilan used to have this position, but during the budget cuts of 2009/2010, it was eliminated and has never been brought back. This position would be a part of the Workability program and would be funded under the Department of Rehabilitation Workability Fund. These positions would not be funded from the General Fund.

MSC (J. Kearns/D. Clark) 5 ayes, 0 nays to **approve**

##### B. CampusLogic Software: 3 year agreement

Veronica Martinez described CampusLogic as an online financial aid program. Students could fill out forms and send items via text messages and pictures instead of printing, which would eliminate a lot of time, resources, and paper. One thought is that this would increase the number of completed and awarded Pell Grants to students who need them, but are never able to get through the whole process. Students could also access their IRS documents through this program. Right now, 45% of our students are selected for verification. When CampusLogic was approved by the Budget Committee previously, however, the pricing has changed. \$25,000 was approved. The actual numbers will be \$37,000 for the first year, \$40,000 for the second year, and \$45,000 for the third year. Julian Kearns asked why the cost increases each year; usually it is the other way around. Veronica said that she was going to work with Fred to find out and see what we could do to save the district money in this area. Kyle Billups and the IT team analyzed CampusLogic and said that they could support it, that it helped increase our security, and everything is compliant (ADA, etc.)

MSC (D. Clark/D. Hampton) 4 ayes, 0 nays, 1 abstain to **approve**

##### C. Jeff Gopp reported that we now have five campuses which are served by two maintenance workers. When one of them is out sick, or otherwise, Jeff loses 50% of his maintenance team. Every year, the workload increases approximately 20%. Jeff would like to look at hiring a maintenance person who would have a strong background in HVAC. This would balance out the mechanical, plumbing, and electrical skills of our current maintenance staff. Also, we spend \$64,900 annually on preventative maintenance (filters changes, service) for our HVAC systems, and this could save us that money that we spend contracting that work out. Kathleen Rose stated that she is very much in favor of this position, and asked if there are any other skill sets to look at since this will probably be the only person we can hire in maintenance for the next few years. Jeff explained

that there are other general items which are listed in the job description. The cost would be \$92,000 out of the General Fund. Eric Ramones reminded the committee that maintenance work requires a lot of physical labor and is prone to injuries. If one of our staff goes out on workman's compensation, it is vital to have back-up.

MSC (W.Ellis/J.Kearns) 5 ayes, 0 nays to **approve**

Adjournment: 2:48 p.m.