

Institutional Efficiency Task Force

Thursday, August 16, 2018

2:30 p.m. – 4:00 p.m.

HU 106

Minutes/Notes

Task force Members Present: Fred Harris, Adam Lopez, Denise Apuzzo, Ken Wagman, Diana Seelie, Elizabeth Williams, Skye Gonzalez, Denee Pescarmona, and Debbie Britt-Petty (recorder).

Resources: Eric Ramones, Jeff Gopp, and Wade Ellis

1. **Approve Minutes**

The minutes from the Institutional Efficiency Task Force Meeting on Tuesday, August 14, 2018 were reviewed.

MSC (D. Seelie/A. Lopez) 8 ayes, 0 nays to approve.

2. **Direction**

Fred updated the task force that he is working to schedule the next Board Budget Committee Meeting on August 28th. The goal is for this task force to have recommendations for expenditure reductions, savings, and efficiencies both operationally and through resources by Tuesday, August 21st. Wade needs time to compile all information to present to the Board Budget Committee who will then make recommendations to the Board of Trustees.

3. **EMP Update from Denee**

Denee updated the task force after meeting with the deans. No new sections have been generated, and 18-20 sections have been cancelled. Some capstone classes have been left open. Enrollment is down, but Denee is working with Peter to see if we normally get a rush of students between now and the first day of classes. With savings from classes and overload, Denee feels that approximately \$65,000 has been shaved from the budget.

4. **Arturo's Class Size Study**

Arturo proposes a philosophical approach of having a committee to study class capacities. The task force reviewed Arturo's handout. Adam suggested that fire code should be considered when filling classes. Skye suggested that classes be moved to locations more appropriate for size, instead of certain faculty being in certain rooms every time. Diana added that the Academic Senate would be the guidance on whether committee recommendations should be negotiated or just placed into the EMP. Denee proposed a recommendation to form a Class Capacity Efficiency Committee to commence in the fall that will focus on class maximums (not minimums), look at existing capacities (including online courses), and look at available facilities.

MSC (D. Apuzzo/A. Lopez) 8 ayes, 0 nays to approve.

5. **IT Handout**

Fred discussed a handout from Kyle and Saul that describes the option of upgrading our networks from 1gbps to 10gbps for no extra cost. However, there would be one-time cost to upgrade our current hardware to be compatible. There is a grant that would provide 50% of funds for this upgrade. Fred proposed the recommendation to adopt the IT upgrade with the state to receive 10 gbps instead of just 1 gbps for the same cost, with a one-time hardware upgrade at 50% of the cost (pending the potential bond).

MSC (D. Apuzzo/D. Pescarmona) 8 ayes, 0 nays to approve.

6. **T&H Pools**

Denee asked for more information regarding T&H Pools. She feels that the cost seems high for pool maintenance. She would like to be able to compare the cost of having swimming programs (which are low in enrollment), to not having any at all which would save on the pool maintenance. Jeff Gopp addressed the task force with more information. The person maintaining the pool must have certifications. The pool is tested every day that there are people in it, and the contractor also provides all supplies and storage of supplies and chemicals. Although our pool is newly modernized, it has an antiquated filter system, and there is a special way the contractor handles cleaning and maintaining it. Jeff did bid the contractor, but the only other bidder backed out. Ken asked if staff can be trained to maintain the pool. This is a possibility, however it would take 2 to 4 hours of staff time per day (which would be difficult at this time), as well as a place to store the chemicals. Liz feels that the swimming pool should be marketed better before getting rid of programs. It was agreed that we may not want to drop programs that the community loves during a bond year, especially when so much money is now invested in the pool.

7. **Frozen Positions Update**

Eric Ramones updated the list of frozen and open positions. Some positions are being opened because they are so vital and essential at this time. Denise Apuzzo proposed a recommendation to target at least \$300,000 of savings from the frozen position list.

MSC (D. Apuzzo/D. Pescarmona) 8 ayes, 0 nays to approve.

8. **AEC Funding**

The task force asked Wade to describe how AEC is funded. Wade explained that AEC used to receive approximately \$1.3 million from the state which we matched from the general fund. They now receive \$780,000 from the state, but we still match at \$1.3 million. Members agreed that this is something to consider.

9. **Budget Deficit**

Wade reported that he found ways that he may be able to trim the \$3 million deficit. There was a recommendation to shift \$2 million in employee health premium costs from the General Fund to OPEB, and \$280,000 to the Parking

Fund. With the savings of \$65,000 from the 1310 account and faculty overload, these reductions should reduce the deficit to less than \$500,000.
MSC (F. Harris/D. Pescarmona) 8 ayes, 0 nays to approve.

Homework

- Think about revenue, efficiencies, expenditure reduction, SERP details.
- Be prepared to finalize recommendations for upcoming Board Budget Committee Meeting on August 28th.

Next Meeting: Tuesday, August 21, 2018, at 2:30 p.m., in HU 106