

PLT Notes
RE: Budget Panel Recommendations
January 16, 2007

Present: Vikki Bentz, Jo Berger, Patrick Burns, Michael Dougherty, Susan Howery, Rose Hurley, Bob Lynch, John Morgan, Sue Sammarco, Tom Schumacher, Barbara Wing, Don Yeager
Absent: Dr. James Horton, Dr. Utpal K. Goswami

Note: Bob discussed revisiting programs that are funded by Proposition 301 monies each fiscal year and determine if they should move to institutional funding once the programs have been established as long-term programs, FTSE-driven.

Description		Request From	Discussion	Amount	PLT Decision
1	Stipend for Dual Enrollment Adjunct Instructors	Academic Affairs-Utpal K. Goswami	Ron Minnich requested stipends for instructors that teach YC courses at the six local area high schools; FTSE has increased and class placement in YC courses have shown successful results- 584 completers for fall '06 and 98% retention; Utpal preferred the stipend fund come out of the adjunct faculty fund.	\$16,000.00	Approved
2	Occupational Technology Faculty Training	Academic Affairs-John Morgan	Fall '06 - 8 new faculty positions in OCC area with minimal teaching experience. Mentoring re: teaching skills essential; budget panel agreed and Academic Affairs will fund the training.	\$17,000.00	Approved
3	P/T receptionist for Bldg 3	Academic Affairs-Barbara Wing	Jill Fitzgerald and Mark Shelley discussed the need for admin. support during peak hours during each semester to greet/guide/assist students and faculty; because of division space configuration, students are often confused about where to go, or who to see if they have questions.	\$12,316.50	Approved - funding will occur from several sources
4	P/T to F/T Purchasing Assistant	Purchasing and Contracting - Denise Finn	Previous request was granted for 90 days; Denise shared a compilation of current and ongoing responsibilities her department takes care of including MOU's and IGA's and any contracts that involve the College. 105 contracts were reviewed in December alone. The current P/T assistant has been trained and has real estate experience that provides additional support to the Purchasing department as YC continues to seek new opportunities to expand educational programs in the County.	\$2,000.00	Approved for another 90 days; Bob understands the need, just has another idea to meet the need.
5	Match grant funding	Academic Affairs-Jill Fitzgerald	Jill Fitzgerald requested funding to match a grant that has been awarded to the Southwest Writers Series and Hassayampa Institute since 1985; last known matching funds were received in 2000. Request is for '06-'07 and a tracking mechanism be established to identify and track matching grant funds so YC can remain in compliance with the requirements of the grant.	\$3,000.00	Approved - recurring expense; will submit each FY since matching grant funds may vary each year
6	ITS Presentation Technology	Academic Affairs-Utpal K. Goswami	Utpal requested technical equipment for the new Bldg. 19 Community Room to provide technology for various groups that meet in that room. Currently, nothing is available for use	\$15,761.00	Approved - one time expense, currently the room is technology-deficient

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7	Community Room Kitchen Equipment- Verde and Prescott Campus	Purchasing and Contracting- Pam DeYoung	The Community Rooms on the Verde and Prescott campuses will be used by numerous internal and external groups; Jo Berger said that Chartwells analyzed the previous request for kitchen equipment and determined what their real needs are and what services can be delivered in the designated spaces on both campuses. The equipment and costs were identified.	\$8,122.00	Approved
8	Storage containers	PV Campus Susan Howery	Storage container for EMS and Fire Science programs; equipment is cumbersome and needs protection from the elements. Jo Berger mentioned that purchasing a container would be more cost-effective than a lease.	\$4,000.00	Approved- one time expense
9	Gas Kiln - Art Department/ Verde campus	Academic Affairs- Terence Pratt	Terence Pratt requested new gas kiln for art department on the Verde campus. Request has been made for 7 years. Safety issue- will be discussed further as Verde Campus continues renovation.	\$7,940.00	Approved- one time expense
Total				\$86,139.50	
Master Plan Obligations					
10	Furniture for Bldg I (Verde Campus) and Bldg 19 (Prescott Campus)	Facilities- Jo Berger	Jo Berger provided the panel with furniture schematics for different group functions depending on size of the group for both the Verde and Prescott Community rooms. Revenue will be generated from events booked in these rooms; Utpal and Bob discussed potential processes that will need to be in place to support Facilities and community groups' requests.	\$104,530.00	Approved, need to furnish community rooms on Verde and Prescott Campuses; funding source will be located.
Requests on Hold until Funding Source can be Identified					
11	Expansion of Bldg F-121 (Verde Campus)	Academic Affairs- Terence Pratt	Terence Pratt discussed the need to expand the art building to accommodate more students; ART113- 3-D Design is required for the AFA and currently cannot be offered on the Verde campus due to space limitations.	\$78,000.00	Hold until further notice
12	Adjunct Faculty Professional Growth Fund	Academic Affairs- Utpal K. Goswami	Utpal recommended this fund to encourage adjunct faculty to pursue professional development opportunities and goals. The fund would be monitored and handled by Chris Heyer, the adjunct faculty coordinator.	\$5,000.00	Hold - need more information from Utpal
13	Bldg 4 Replacement Furniture	Academic Affairs- Dean Holbrook	Dean Holbrook requested cabinets in Physics prep area be replaced with lower cabinets to accommodate faculty instructional needs; shelving to display biology specimens for instructional purposes.	\$4,992.79	Hold, depends on available funding

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14	Welcome Center Reconfiguration Design	Academic Affairs- David VanNess	High traffic area for students and community members; acoustics are a problem and additional staff have been added; Welcome Center needs to be reconfigured to accommodate the changes. A different furniture configuration should be considered to adapt to more staff in a limited space. Jo Berger said the general surplus of furniture is depleted.	\$9,722.22	Hold, depends on available funding
15	F/T Art Instructor	Academic Affairs- Terence Pratt	Tom Schumacher discussed Verde Valley Campus art class needs and student interest; Utpal recommended any faculty positions should be routed through Academic Affairs and discussed at the Deans' meeting.	\$48,088.00	Hold until further notice
16	P/T to F/T Communications Manager for the Sedona Center	Office of Public Information- Sue Sammarco	Sue Sammarco requested funding for a communications manager for the Sedona Center. This person would work directly with Sue and the Zaki Gordon Institute for outreach and marketing research about programs that are needed on the east side of the county; Utpal questioned the need for OPI performing this function and remarked the responsibility of identifying new programs resides with the Office of Academic Affairs.	\$44,800.00	Hold off for further discussion and analysis - perhaps positions can be combined.
17	F/T Coordinator	Sedona Center- Cherlye Porter	Cherlye Porter discussed the requested position's duties. Budget panel determined further analysis of the Center's needs and function will be re-assessed and identified.	\$48,022.00	Hold off for further discussion and analysis - perhaps positions can be combined.