

Budget Panel Meeting Minutes - June 2, 2006

Present: Carol Bollinger, Jo Berger, Rick Giardini, Utpal Goswami, Bob Lynch, Rose Hurley

Absent: Dr. Horton, Vikki Bentz

Recommended to PLT for Consideration of Funding (in random order)

Strategic Initiative	Category/ Grouping	Department	Summary	Amount	Budget Panel Recommendation
1.5	Possible Prop 301	Instruction	Transfer existing PROP 301 funding to institutional funding	\$246,092 \$168,051	Recommend to PLT for funding. Panel felt that CISCO and Art-photography should be moved to institutional funding. Prop 301 funding at near capacity.
1.5	Possible Prop 301	Custom Training Solutions	Business Skills Academy Sponsorship	\$21,312.00	Recommend to PLT for funding. Panel agreed with potential new FTSE as projected.
1.1	Increase Administrative Staff	Chino Valley Agribusiness	Change part-time status of Construction Aide to 37 hours per week.	\$6,451.00	Recommend to PLT for funding. Panel felt that increase is necessary to sustain program.
1.1, 1.2	Increase Faculty	Division #1 Verde Valley Campus	Full-time Spanish/ESOL Instructor	\$48,088.00	Recommend to PLT for funding. Panel supported of Verde's efforts to reach Hispanic population.
1.2, 1.4	Increase student support	Dev. Ed. Adult Basic Ed (ABE)	Scholarship support for GED Preparation classes for 2 semesters	\$43,200.00	Recommend to PLT for funding. Panel felt additional scholarships will increase FTSE.
1.2, 1.3, 1.4	Increase Student Support Staff	Verde Student Services	Increase Verde Learning Center Coordinator staff position to full time	\$31,850.00	Recommend to PLT for Funding. Panel felt with this position change, consistency and continuity of services will support student outcomes.
1.1, 1.3	Faculty Support	Academic Affairs	Creation of the Center for Excellence in Teaching and Learning	\$26,750.00	Recommend to PLT for funding. Panel supportive of creating an ongoing faculty development program.
1.2	Increase Student Support Staff	Campus Safety	Part-time Safety Officer Position at Chino Valley Ag Center	\$9,332.00	Recommend to PLT for funding. Panel felt campus security is an need at outlying centers.
1.2	Increase Student Support Staff	Campus Safety	Part-Time Safety Officer Position at Prescott Valley Center	\$9,332.00	Recommend to PLT for funding. Panel felt campus security is an need at outlying centers.

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1.2	Increase Student Support Staff	Campus Safety	Part-Time Safety Officer Position at Sedona Center	\$9,332.00	Recommend to PLT for funding. Panel felt campus security is an need at outlying centers.
3.1, 3.4	Student Equipment	Verde Student Services	Additional funds for a Verde Student Lounge/Game Room for staff, equipment, and furniture	\$11,900.00	Recommend to PLT for funding. Panel felt game room/lounge beneficial to student campus experience.
1.1	Increase Travel	Prescott Valley Campus	Budget-line items for Prescott Valley Dean-membership/subscriptions & travel	\$4,500.00	Recommend to PLT for funding. Panel felt the need to establish a travel budget for the new campus dean.
1.2	Technology	Library	Docu/Tek Electronic Reserves Software program	\$5,440.00	Recommend to PLT for funding. Software is used in other library systems and is not restricted to user ID access; will be available to any library patrons
	Increase Travel	College Honors Program	College Honors Program Travel	\$15,255.00	Recommend to PLT for funding. Explore using existing scholarships to fund. Scholarship funds not available - honors program to expand membership.
1.5	Increase in faculty	HPER-Athletics	Additional .5 FTE in HPER/Athletics	\$19,375.00	Recommend to PLT for funding. Panel agreed to the potential increase in FTSE as projected.
1.5	Temporary funding	HPER-Athletics	Part-time head softball coach for FY 2006-07 only	\$15,000.00	Recommend to PLT for funding. Panel supported the one time expenditure to transition to the new program.
3.5	Price Not Firm	Residence Life	Remove old carpet and install new carpet in the hallways and lobby of Supai Hall	\$42,000 \$20,000	Recommend to PLT for funding. Facilities has estimates and found that the total for the entry, lounge, game room- \$8,274 and main floor halls was \$9,613
1.1, 1.3, 1.6	Administrative Support	Academic Affairs	District Coordinators to support the administrative function of the college.	\$38,500.00	Recommend to PLT for funding. Panel supported the request to improve district coordination.

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1.5	Increase Administrative Staff	Zaki Gordon Institute	Convert Special Projects Coordinator position from part-time to full time	\$94,720 \$33,500	Recommend to PLT for funding. Panel supports converting part-time to full-time-80% designated to Zaki Gordon Institute projects and 20% designated to Sedona Center needs.
1.4, 1.5	New Program	Chino Valley Agribusiness	Guidance Helicopter Certificate program for payment to adjunct instructors and marketing pieces	\$9,900.00	Recommend to PLT for funding. Support necessary to fund new program.
	Testing Center	Testing Services	Additional 11 hours per week in the Prescott Campus Testing Lab.	\$3,421.00	Recommend to PLT for funding. Panel agreed with the need to expand testing services.
2.5	Increase Travel	Academic Affairs	Funding for Faculty and Staff travel to national conferences	\$17,000.00	Recommend to PLT for funding. Funding intended to promote YC at national conferences where YC faculty/staff are presenters.
2.5	Technology	ITS	Upgrades for the data centers in building 1 and 19.	\$348,000 1st yr. - \$87,000	Recommend to PLT for funding in two phases - backup equipment & increase power this year, fire protection FY 07-08. Generators not recommend for funding at this time.
1.5	Increase Faculty and Staff	Prescott Valley Campus	One Office Assistant, Full-time faculty, increase in program director salary & budget line items	\$158,805 \$112,732	Recommend to PLT funding in part-specifically, the full-time faculty position and budget line items. Removed director salary increase and administrative assistant salary. Identifying campus specific administrative staff duties will meet the need.
1.1, 1.2	Increase Supply Budget	Verde Valley Campus	Increase supply budget for Biology & Chemistry	\$31,380 \$16,000	Recommend to PLT to fund one half of request, new labs won't be operational until Spring 07.

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1.3, 1.6	Technology	ITS	ITV Equipment for nursing classroom in building 2 and full-time staff position to support classroom technology.	\$128,480 \$44,156	Recommend to PLT to fund position only. \$74,000 withdrawn because equipment will be transferred from Bldg. 4-102 to Bldg. 2.
1.1	Include within five-year plan	Division #2, Verde Valley Campus	Replacement of Gas Kiln - Art Department Verde Campus	\$8,641.00	Recommend to PLT for funding. Old kiln poses a safety issue.
Fund Within Existing Resources					
1.1	Adjunct Faculty Wages	Academic Affairs	Additional Adjunct Faculty	\$34,500.00	Resources available within the District's restricted reserve to fund increases in Adjunct load hours
	Student Wages	Conference Services	Additional supplement to student wages allocation	\$13,392.00	Recommend to PLT for funding. Increase in summer conferences require additional staffing. Program revenues will fund increase.
Requests Requiring More Information/Discussion					
1.6, 2.1	Increase Administrative Staff	Sedona Campus	Part-time Administrative Assistant at Sedona	\$6,900.00	Panel wants PLT to look at restructuring administrative support to identify need as it impacts FTSE and services.
1.6, 2.1	Increase Student Support Staff	Sedona Campus	Full-time Lab Manager for 20 PC Computers & 40 MAC Computers at Sedona Center	\$43,750.00	Panel wants PLT to look at restructuring administrative support to identify need as it impacts FTSE and services.
1.6, 2.1	Increase Student Support Staff	Sedona Campus	Full-time Facilities Management Tech II to support the Multi-purpose Facility	\$31,917.00	Panel wants PLT to look at restructuring administrative support to identify need as it impacts FTSE and services.
1.6, 2.1	Increase Student Support Staff	Sedona Campus	Full-time computer lab manager	\$43,690.00	Panel wants PLT to look at restructuring administrative support to identify need as it impacts FTSE and services.
1.2	Possible Prop 301	Academic Advising	Additional Part-time academic advisor for Prescott Campus	\$13,608.00	Recommend to PLT for funding based on enrollment needs. Hold until the Fall 06 FTSE numbers are known.

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1.3	Testing Center	Nursing	Increase Verde Teaching Assistant position to 9-month full-time contract	\$23,680.00	Recommend to PLT for funding contingent on position is campus-wide support, not division specific.
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3.1, 3.4	Building Expansion	Verde Campus	Expansion of F-121 - create additional 3-D studio space.	\$81,296.00	Panel would like Facilities to evaluate alternatives to the patio expansion.
4.1	Increase Program Directors Salary	Prescott Valley Campus	Increase Program Directors Salary	\$10,000.00	Submit to HR for evaluation (complete Job Analysis Questionnaire)
1.2, 3.1	Testing Center	Verde Learning Center	Expansion of M-122 onto the Adjacent Patio Creating a Secure Testing Center to accommodate students who need to take out-of-class tests.	\$37,400.00	Hold for further discussion; testing center issue is district issue and will be reviewed and assessed.
2.5	Technology	ITS	Upgrades for the data centers in building 1 and 19.	\$348,000 2nd yr. - \$73,500	Recommend to PLT for funding in two phases - backup equipment & increase power this year, fire protection FY 07-08. Generators not recommend for funding at this time.
1.1	Increase Faculty	Nursing	Increasing nursing faculty contracts to 10-months	\$48,776.00	Hold for further discussion. Panel would prefer to see faculty contracts remain consistent across disciplines and if additional assignments outside the purview of faculty responsibilities are identified, additional funding or stipend request can be implemented.
	Staffing	Nursing	One additional full-time faculty position & increase in part-time clinical instructor	\$72,187.00	Hold for further study; if not funded by grant monies, need to identify FTSE need and growth.
Requests Not Supported by Panel Members					
	Possible Prop 301	Instruction	Transfer existing PROP 301 funding to institutional funding	\$246,092 \$78,040	Consider for FY 2007-08.
	Increase Administrative Staff	Prescott Valley Campus	Full-time Administrative Assistant for Campus Dean	\$44,428.00	Panel felt that existing resources were available to meet need.
	Increase Administrative Staff	Prescott Valley Campus	Full-time Administrative Assistant for Paralegal/Program Director	\$33,497.00	Panel felt that existing resources were available to meet need.

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	Increase Faculty	Division #2, Verde Valley Campus	Full-time Art Instructor	\$48,088.00	Panel does not recommend this expenditure. District-wide Art faculty can fill this need
	Technology	ITS	Upgrades for the data centers in building 1 and 19.	34900 187500	Generators not recommend for funding at this time.

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	Increase Travel	Verde Student Services	Reinstate travel funds cut in FY 2005-06 for Verde Student Services Department	\$3,950.00	Panel did not support request
	Technology	ITS	ITV Equipment for nursing classroom in building 2 and full-time staff position to support classroom technology.	\$128,480 \$74000	\$74,000 withdrawn because equipment will be transferred from Bldg. 4-102 to Bldg. 2.
Removed or Deferred at Request of Submitter					
	Deferred	Nursing & Allied Health	Continue funding for Allied Health Coordinator	\$76,797.00	
	Deferred	Nursing & Allied Health	Administrative Assistant Allied Health	\$38,400.00	
	Included in Five-year Plan	Nursing	Equipment for Nursing Labs on Verde Campus	\$21,531.00	
	Deferred	Campus Safety	Two 9-month contract police officer positions in exchange for one budgeted full-time police officer position	\$22,583.00	
	Deferred	Campus Safety/Switchboard	Increase Switchboard part-time budget	\$7,475.00	
	Hold for FY 2007-08	Verde Student Services	Additional funds for Student Health Center on the Verde Campus to serve all east county students & sites; mirror program on Prescott Campus but with fewer hours	\$10,835.00	
	Hold for FY 2007-08	Financial Aid	Financial Aid software (PowerFids) user license from 10 to 20 years. Can be paid over two budget cycles	\$53,000.00	