

COUNCIL ON BUDGET AND FACILITIES

November 9, 2015
2:00 p.m.
Anaheim Campus Room 105

Videoconferencing of the meeting will be available at Cypress College Room 301 and the Fullerton College President's Conference Room A

AGENDA

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| I. | Approval of October 12, 2015, Summary Notes (Action) | Irma Ramos |
| II. | Budget Update | Rodrigo Garcia |
| III. | Bond Update | Rick Williams |
| IV. | Retirement Board Update | Brian Fahnestock |
| V. | Other Items (Discussion) | Irma Ramos |

NOTE: The numerical order of items on this agenda is for convenience of reference. To promote efficiency and as an accommodation to the parties involved, agenda items may be taken out of order upon request of the Chair or Members of the CBF.

COUNCIL ON BUDGET & FACILITIES

October 12, 2015

UNAPPROVED SUMMARY

Members Present: Barbara Bennett (arrived at 3:00 p.m.), Brian Fahnestock (Interim Vice Chancellor), Karen Cant, Rodrigo Garcia, Jolena Grande, Tina Johanssen, Cherry Li-Bugg, Elaine Loayza, Rod Lusch, Sandra Palmer, Irma Ramos, Justin Richardson, Pete Snyder, Richard Storti, Olivia Veloz, Tanya Washington

Absent: Lorenze Legaspi, Stephen Tith

Visitors: Adam Gottdank, Danielle Heinbuch

Call to Order: The meeting was called to order at 2:04 p.m. by Chair Irma Ramos. Chair Ramos welcomed new member Justin Richardson and led a round of introductions. Mr. Richardson shared that he is an adjunct professor at Fullerton College in the Business and CIS division and has been there a few years. Chair Ramos asked the committee if we could move item VI and discuss it after approval of the Summary.

- I. **Summary:** The summary of the August 10, 2015, meeting was accepted as amended.
- II. **Budget Calendar:** Rodrigo Garcia distributed the 2015-16 Budget Calendar which identifies a number of meeting dates for CBF review.
- III. **Budget Update:** Rodrigo Garcia stated the Proposed Budget went to the Board at the first meeting in September and that nothing has really changed since that time. We are still waiting for funding of SSSP. Regarding the 320 report, there is a big difference between P2 and system-wide because there's about 10,000 FTES dropped in the system which means that for 2014-15 we might be able to get funded for over 1,100 FTES so there's potential that all of those will be funded.
- IV. **Extended Day Model:** Cherry Li-Bugg brought the Extended Day Model back for approval stating that we've tried to accommodate all of the different factors that this group and other groups has raised in terms of the full picture of funding for adjunct hourly instruction. The model is subject to review and revision on an ongoing basis after adoption. Dr. Li-Bugg asked the Council to approve and adopt the use of this model. After a brief discussion, there was consensus on this item and it will now be forwarded to the District Consultation Council for adoption.
- V. **Bond Update:**

Rick Williams shared that the Board approved our program manager who will help us with the scheduling and managing of projects district wide; expect a start date at the end of October 2015. We have the proposal in for the underground utilities assessment and have 10 companies interested in the project. We also have proposal out for an environmental impact report that will be advertised soon. Mr. Williams asked Karen Cant and Richard Storti to report updates on their campuses.

Karen Cant stated headway is being made to begin construction at the earliest possible date at Cypress College. Community and campus forums have been completed. The campus architect has been retained to conduct a study on the renovation of the Science Engineering & Math building versus a new building. Initial discussion with the Orange County Transportation Authority has begun regarding the empty rail corridor adjacent to the campus where we want long-term temporary parking while the campus is under construction; hoping for a 10-year agreement to accommodate campus parking needs. Advertising for a special project manager of construction is complete; the job is closed and applications are being reviewed.

Richard Storti shared that Fullerton College is conducting two more forums next week to gather more information from faculty, staff, and local external stakeholders in the area in order to update the Fullerton College Master Plan. One of the biggest concerns is parking. The City of Fullerton owns the Plummer parking structure which the college is interested in purchasing.

VI. **Request for Additional Position:** Chair Ramos stated that the handout identifies two positions but we are only requesting one at this time, a Human Resources Coordinator. Chair Ramos handed the meeting over to Danielle Heinbuch who highlighted the key reasons to justify this position:

Adding the HR Coordinator would alleviate the workload of the HR Manager. This proposed position will function to support and back up the HR Manager. It will be a great benefit to have a position devoted to reporting, trainings, workshops, and special projects. The HR Coordinator will be responsible for the following:

- MIS reporting and IPEDS
- Recruitment process
- Coordinating HR trainings and workshops
- Development of new class specifications
- Assisting on the job measurement committee
- Analysis of the Affordable Care data including ACA reporting
- Assist with position control
- Assist in the implementation of technology initiatives (Web Time Entry, Electronic workflow requests TEAs, Professional Experts, Students, Temporary Employees Sick Leave, Online Applications).

Hiring this position would allow HR to offer training workshops to employees and managers on relevant topics such as leave of absences, FMLA, contract administration, evaluations, online application system, web time entry, etc. There was consensus on forwarding this item to the District Consultation Council for review.

VII. **Other Items:** The next meeting is November 9, 2015.

Adjournment: Member Barbara Bennett arrived at 3:00 p.m. The meeting was adjourned at 3:00 p.m.