



Budget and Planning Committee

3/23/2009

3:00 – 5:00

Members:

*Present

Charlie Ng (co-chair)*

Catherine Pace-Pequeño (co-chair)*

Cheryl Marshall*

Alex Contreras*

Kathy Crow*

Cidhinnia Torres Campos*

Ralph Rabago*

Gary Williams*

Gloria Harrison (ex-oficio)

Michelle Riggs*

Ted Phillips (ex-oficio)

----- Minutes -----

Committee reviewed prioritization lists provided by Office of the President, Office of Instruction, Student Services, and Administrative Services to determine recommendations for Resource Allocation.

The Mission and Vision of Crafton Hills College were used as a basis for our recommendations.

Discussion regarding the prioritization of instructional funds and technology requests (which could be funded through instructional supplies) separately or combined. Committee agreed to recommend the priorities in the order which was provided to us because we do not have the information as to which priorities are actually critical i.e. The unit would not be able to serve students without said request or this is a request wanted to enhance the program.

Discussed Prioritizing recommendations for one-time Safety Funds-

? 1- Curtain for PAC (Need to determine if this is indeed a fire prevention/safety need)

A- Emergency Notification

A- Elevator Emergency Lowering Devices

A- Lighting for Stairwells- particularly LADM- (W/O to replace bulbs, Need to determine if lighting issues are due to insufficient fixtures)

A/B- Dust Collection System PAC (Need to determine if the particles exceed OSHA guidelines)

A/B- Ventilation in Art Lab (Need to determine if air quality exceed OSHA guidelines)

B- Sidewalks & Ramp Repair (W/O to address issue of ramp to parking lot from LADM)

B/C- ADA Compliant Access A&R and Counseling specifically (Building Audit?)

C- ADA seating in PAC

It was determined that the committee will need to address Safety issues prioritization at the next meeting once Administrative Services has researched the requests and is able to provide feedback.

Next Meetings:

March 30th- Finalize list of priorities, review response to recommendations for Program Review from

Career & Veteran's Services, and Tech Services. Noted that the recommendations to the President were not included with feedback to Tech Services unit and will be revised to include previously discussed recommendations.

April 6th, 13th, 20th, 27th, & May 4th, 11th- Develop Rubric for Annual Plans and start Program Reviews. Finish Instructional Program Reviews, Make revisions to Program Review Document to encourage more reflection and discuss how to handle data, Revisit timeline schedule for 09/10.

Review of prioritizations from meeting on 3/16/09:

Prioritized recommendations for ongoing funds - Personnel:

Faculty:

1. Aquatics Faculty
2. Transfer Center Coordinator
3. ASL Faculty
4. Fire Tech Faculty
5. 10% funding for Counselor

Also recognized were possible transfers of faculty for CIS and English from Valley.

Support Staff:

1. Pool Maintenance
2. 1 Custodian
3. EMS Lab Tech (F/T)
4. Library Tech

Tabled is the ranking of these additional requests: Science Lab Tech (Biology P/T), Professional Experts, Student Services Advisor, 1 Custodian, 2 Grounds. Will address/review Pool Manager Position in 09/10.

Management:

1. Grants Writer (Grants Officer)

Prioritized recommendations for ongoing funds – Supplies.

1. Tech Supplies – Software
2. Tech Equipment
3. Instructional Supplies
4. Fire Alarm Monitoring
5. Main. Connection
6. ORP Supplies
7. Postage
8. Recognition Wall

Due to the critical nature of the following requests, it is the consensus of this committee to prioritize

separately:

Increase Custodial Supplies

Increase Water

Increase Electricity

Increase Gas

Increase Waste

Increase Other Fees

NEXT MEETING WILL IN LADM 216, 3/30/2009 FROM 3:00 – 5:00