BUDGET PLANNING COMMITTEE (BPC)
Planning for the 2015-16 Budget Year

OCTOBER 16, 2014, 3:00 PM, BOARDROOM

AGENDA

STANDING OPENING ITEMS:
1. Call Meeting to Order – 3:00 pm
2. **ACTION REQUIRED:** Approve Meeting notes from May 29 and September 17, 2014 – 3:01 pm

DISCUSSION/ACTION:
1. **ACTION REQUIRED:** Approve charge and committee structure (FPC, TPC, BPC) – 3:03 pm
2. **RECOMMENDATION ON VACANT/ABANDONED BUILDING:** Old Physical and Life Science Buildings are currently vacant and an Open Forum was held to gather feedback on 10/16/2014. 3:08 p.m.
3. **RECOMMENDATION ON STADIUM:** Based on a recent study by Keenan and Associates the stadium and bleachers are unsafe an Open Forum was held to gather feedback on 9/16/2014 3:25 p.m.
4. **DEL NORTE SCIENCE WING UPDATE:** Several Open Forums have been held to gather feedback. 3:40 p.m.
5. **UPDATING FACILITIES & TECHNOLOGY PLANS:** 4:00 p.m.
6. Discuss: Resource requests and other technology and facilities projects completed and in-process – 4:10 p.m.

STANDING CLOSING ITEM:
1. Discuss: Plus, Minus, Delta/Closing the loop on this meeting – 4:25 pm

CR Accreditation website: [http://www.redwoods.edu/accreditation/](http://www.redwoods.edu/accreditation/)

*CCC confer is available for those unable to attend in person.*

**PARTICIPANT DETAILS**
- Dial your telephone conference line: (888) 450-4821
- Cell phone users dial: 719-785-4469
- Enter your passcode: 412235
BUDGET PLANNING COMMITTEE (BPC)
Planning for the 2015-16 Budget Year

PRELIMINARY DRAFT PROPOSED FACILITIES SUBCOMMITTEE AGENDA
Date, Time, and Location TBD

1. **ACTION REQUIRED**: Review and update FPC charge and membership
2. Discuss: Rebalancing Measure Q Projects (Action will be required once the rebalance is completed)
3. **ACTION REQUIRED**: Update Facilities Master Plan

STANDING CLOSING ITEM:
1. Discuss: Plus, Minus, Delta/Closing the loop on this meeting
BUDGET PLANNING COMMITTEE (BPC)
Planning for the 2015-16 Budget Year

PRELIMINARY DRAFT PROPOSED TECHNOLOGY SUBCOMMITTEE AGENDA
Date, Time, and Location TBD

1. ACTION REQUIRED: Review and update TPC charge and membership
2. ACTION REQUIRED: Update Technology Master Plan

STANDING CLOSING ITEM:
1. Discuss: Plus, Minus, Delta/Closing the loop on this meeting
Thursday, May 29, 2014
3:00 p.m.
SS 104
Draft

SUMMARY NOTES

MEMBERS PRESENT
Michael Dennis, Doug Edgmon, Tami Engman, Angelina Hill, Lee Lindsey, Tami Matsumoto, Dan Potts (phone), Keith Snow Flamer (arrived at 4:00 p.m.), Carla Spalding and Lorie Walsh.

CALL TO ORDER
The meeting was called to order by co-chair Michael Dennis.

ACTION

APPROVE SUMMARY NOTES
The summary notes from April 30, 2014, were approved as presented.

MEASURE Q UPDATE
Vice President Lindsey asked the committee to review the monthly bond report to be presented to the Board of Trustees. He explained that there will be a few minor adjustments which will include some of the projects being moved to the completed column. Mr. Lindsey noted that the project budgets really need to be locked down because there are not a lot of bond funds remaining. However, some state funding may also be used towards some of the projects.

Discussion continued regarding the upgrades to the physical education facilities which will include upgrades to the fields, pathways, fences, and safety issues. There are also 3 classrooms in the PE complex that will be temporarily replaced with modular classrooms because they are not ADA compliant.

There was also discussion about the renovations to the Del Norte science wing and it has become necessary to increase the budget by an additional $325,000 due to life and safety issues, codes and DSA requirements. Mr. Lindsey stated that it may be more affordable to move in a new modular building that would meet ADA and the other requirements listed above.

The committee unanimously approved the monthly bond report.

ARTIFICIAL TURF ON FOOTBALL FIELD
Mr. Lindsey stated that a determination needed to be made regarding the installation of artificial turf on the football field. Mr. Roper reviewed a list of costs associated with the maintenance of artificial turf. He explained that there is a high level of maintenance for artificial turf that requires special equipment and consumable materials that must be replaced after each use. He also noted that additional personnel would be required to maintain the artificial turf.

The committee discussed advantages and disadvantages which included:

Advantages-
- Teams could use the artificial turf in any weather for games and/or practices
BUDGET PLANNING COMMITTEE (BPC)

Planning for the 2015-16 Budget Year

which would save wear and tear on the other fields.

- Better play and possibly higher recruitment

Disadvantages-

- Upfront cost of equipment, staffing and replacement cost
- Possibly more injuries
- Higher level of maintenance

A roll call vote was taken to determine the use of artificial turf: Lee Lindsey (no), Tami Engman (no), Carla Spalding (no), Doug Edgmon (no), Steven Roper (no), Angelina Hill (no), Mike Dennis (no), Tami Matsumoto (abstain). The committee voted unanimously not to install artificial turf on the football field.

PROGRAM REVIEW

Mr. Lindsey reported that two more life and safety projects have come to light.

1. Carpet and flooring replacement is needed in Creative Arts, PE, Administrative Justice and Applied Technology. The carpet in these buildings is very old, worn, snagged and patched in some areas.

2. There was a recent injury sustained on the stadium bleachers. Keenan and Associates the district’s insurance provider came out and did an assessment of the bleachers and deemed them unsafe. There is also concern with the overhang and the back wall of the stadium.

Mr. Lindsey stated that these issues need to bubble to the top of the priorities. He noted that there is approximately $750,000 to be reallocated and at least $200,000 will be needed for the carpet and flooring replacement. The remainder may be needed for demolition of the stadium.

The committee agreed unanimously to reallocate $200,000 toward carpet and flooring replacement immediately, but asked to defer the decision for the remaining $550,000 until fall.

GOVERNOR’S MAY REVISE

Mr. Lindsey reported that the Governor’s May revise is very close to the budget that was proposed in January. Fall enrollments will really be the determining factor on how the district is set.

CLOSING THE LOOP/END OF THE YEAR

There was discussion regarding closing the loop on projects that have been completed and to evaluating if in doing the project the desired outcome was realized.

End of the year review included discussion regarding how well the committee has functioned and if meetings are frequent enough. It was noted that it is important to have clear communications between the committee and the constituent groups and to consider the mission and strategic plan when making decisions.

Mr. Lindsey noted that he hopes that next year more projects will be completed and less rebalancing will be required.

Mr. Lindsey also reminded the committee to submit their final Program Review
BUDGET PLANNING COMMITTEE (BPC)

Planning for the 2015-16 Budget Year

rankings and that they should not supersede rankings under their purview of TPC or FPC.

ADJOURNED 4:40 p.m.
SUBMITTED lw
Thursday, September 17, 2014
3:00 p.m.
SS 104
Draft

Summary Notes

MEMBERSPresent Sue Alton, Michael Dennis, Doug Edgmon, Tami Engman, Angelina Hill (Phone), Lee Lindsey, Crystal Morse, Tami Matsumoto, Steven Roper, Keith Snow-Flamer, Carla Spalding and Lorie Walsh.

OTHERS Present Jose Ramirez, Mark Renner

CALL TO ORDER

The meeting was called to order by co-chair Michael Dennis.

ACTION

APPROVE SUMMARY NOTES

No action was taken regarding the summary notes from May 29, 2014. They will be approved at the next meeting.

APPROVE COMMITTEE CHARGE AND STRUCTURE (FPC, TPC, BPC)

Mr. Lindsey stated that the Facility Planning Committee (FPC) and Technology Planning Committee (TPC) both subcommittees of the BPC are usually only required to meet a few times each year. He suggested revision to both the TPC and FPC annual plans. He also suggested that BPC and the subcommittees be encouraged to share committee appointments. He also stated that it is important to stay on task and keep these plans current and for BPC to follow the established processes year after year.

Mr. Ramirez asked for the status of a request that was made by CSEA to add two additional classified members to the committee. Mr. Lindsey told Mr. Ramirez that he would discuss the possibility of adding additional members to the committee with President Smith.

Dr. Hill stated that the Academic Senate plans to have faculty appointments made the next meeting.

Mr. Lindsey noted that he will make the discussed changes and bring the updated committee charge to the next meeting for review.

MEETING SCHEDULE

The committee agreed that monthly meetings are frequent enough and that additional meetings may be scheduled when necessary. The meeting schedule was approved but there was some concern voiced regarding January 14 and May 20 as these are not contracted dates for faculty. It may be necessary to make special arrangements or change these dates so they are in accordance with CRFO.
DISCUSSION

REBALANCING MEASURE Q

There was discussion about current Measure Q projects and it was noted that there have been two open forums regarding the Del Norte campus Science Wing renovations. After hearing feedback from faculty, staff and students it has been determined that both a dry and wet lab are needed in the Science Wing. This will be accomplished by bringing in a new modular building to serve as the wet lab and the existing lab will be converted to a dry lab. There is also a ceramics classroom in the Science Wing that will be converted in to a general purpose classroom.

Mr. Lindsey reported that the computer lab on the Del Norte campus has also been refreshed with newer computers. There has also been replacement of the roof on one of the existing modular buildings on that campus. Renovations have also been made by installing a wall to allow for a space to be leased by the Open Door Clinic to serve local teens.

Mr. Lindsey also reported that architects are working on the plans for the Physical Education fields. All work that will be done is this area is related to ADA and life and safety. The architects were also asked to give a variant to bring the track up to code and also increase the size of the football field so that it can be used as a full-size soccer field. He stated that the District’s insurance provider, Keenan & Associates came and did an assessment and determined that the stadium and bleachers are in very poor condition. They determined that the bleachers are currently unsafe to use. Temporary bleachers have been installed until a determination can be made for a permanent solution. The stadium and bleachers will most likely need to be torn down. However, Measure Q funds cannot be used for that purpose but there may be state funds available. Some temporary bleachers have been installed.

Mr. Lindsey stated that geological testing is currently being done near the physical education building and it appears there may be seismic issues. If that proves to be the case there may be funds available from the state for construction of a new building.

An open forum is scheduled for October 14, to discuss the possible demolition of the abandoned buildings on the Eureka campus. Mr. Lindsey noted that he would like to wait until after that meeting to allocate the remaining $550,000 available in Measure Q funds.

FINAL BUDGET

Mr. Lindsey informed the committee that the fund balance is coming in quite a bit higher than originally expected at approximately 8 percent. He stated that this is partially due to the deficit factor from the chancellor’s office being much lower than expected. He explained that it is very difficult to budget when the numbers from the chancellor’s office are late in getting to us. He also explained that some of the categorical programs were anticipating large cuts to their budgets but in the end they were smaller than expected. There have also been cost savings across the
District as departments and programs have cut back on purchases. Other cost savings have been low utility rates and personnel costs due to the re-organizations.

Mr. Lindsey stated that the district will be “OK” next year, but the following year will be difficult if enrollment growth doesn’t occur. He said that it is critical to increase enrollment for long-term fiscal stability. If enrollments continue to be low it will be necessary for additional permanent budget cuts to be made.

Mr. Lindsey stated that new paths are being explored to increase enrollment which include increasing the non-credit class offerings and a possible MOU to offer credit and non-credit courses at Pelican Bay State Prison.

ADJOURNED 4:40 p.m.
SUBMITTED lw