

BUDGET COMMITTEE
OCTOBER 21, 2009
MINUTES

Present: John Oester (Chair), Juanita Doris (ASO), Betsy Regalado (VP, Student Services), Eloise Crippens (Faculty Senate), Olga Shewfelt (AFT Faculty), Meric Keskinel (Faculty Senate), Robert Sprague (VP, Academic Affairs), Matt Robertson (AFT Faculty), Marilyn Ingram (AFT Staff), Helen Lin (Resource), MD Haque (Resource), Hansel Tsai (Resource), Isabella Chung (Resource), Allan Hansen (Resource)

- I. Minutes for October 7 were approved as written.
- II. The purpose of today's meeting is to continue the review of details in the college budget and to evaluate the Work Environment Committee resolution to begin the process of hiring six custodians.
- III. Presentation by Allan Hansen, Director of College Facilities:
 - Night shift custodial staff down from 14 to 4 custodians.
 - Handout: Custodial Staffing Guidelines for Educational Facilities
 - District's preferred level "2" or "3".
 - Handout: Plant Facilities Organizational Chart
 - \$560k salaries removed from initial fiscal year budget.
 - Current fiscal year projected expense for 6 custodians = \$110k in salaries + 40% benefits equals approximately \$150k.
 - Handout: Assignable square feet for custodial work
 - Additional 6 custodians would bring campus appearance level to level "4" with present assignable square feet. Approximately 20,000 sq ft per custodian is the norm.
- IV. Motion: The Budget Committee approves the recommendation by the Work Environment Committee to begin the process of hiring six custodians. The motion was unanimously approved.
- V. Budget Handout -- Financial Details
 - Suggestion - utility savings by closing a building down for a month. How much would be saved?
 - Establish a utilities conservation plan.
 - Difficult to determine savings because the buildings are not separately metered.
- VI. Electricity cost in the 2009-10 budget is quite possibly understated – the central plant was supposed to come online last year and is still not operational.
 - We may incur an additional \$100k+ electrical expense.
- VII. Next meeting is scheduled for 2:00 p.m., November 18, in Winlock.