

**Joint Planning and Budgeting Committee  
Meeting Minutes  
Thursday, May 17, 2018  
8:30 – 10:30 a.m., 220 Seymour**

**ATTENDEES:**

**Voting Members**

Mike Andriatch  
Davida Bloom  
Scott Haines  
Debbie Jacob  
Sara Kelly  
Kadathur Lakshmanan  
Teresa Major  
Brad Menear  
Dave Mihalyov  
Cherise Oakley  
Summer Reiner  
Katy Wilson

**Non-Voting Members**

Denise Copelton: Co-Chair  
Crystal Hallenbeck  
President Macpherson  
Karen Riotto  
Lou Spiro: Co-Chair  
Melissa Wight

**REGRETS:**

**Voting Members**

Joy Bhadury  
Steven Breslawski  
Frances Dearing  
Jim Haynes  
Tom Hernandez  
Shanelle Hodge  
Josh Johannes  
Jose Maliekal  
Chantelle Nasri  
Sandeep Singh

**Non-Voting Members**

Kathleen Peterson

The meeting was called to order at 8:34 a.m.

**Approval of May 3, 2018 Minutes**

Dr. Copelton asked the committee to review the minutes from the May 3, 2018 meeting. With no corrections, Mr. Menear motioned the minutes to be approved, Dr. Reiner seconded the motion, and all present voting members were in favor so the minutes were approved.

## Announcements

Dr. Copelton made the following announcements:

- Committee members should have received a calendar invite reserving every Thursday from 8:30-10:30 a.m. in the fall with the exception of holidays and known conflicts. This request was done because there are potential conflicts, but they have not been verified yet. We hope to have this knowledge by the end of summer. Once the conflicts have been determined, some of the committee meetings will be cancelled. Ideally, we will be meeting every other week or as close as possible to that, rather than every week.
- We will be meeting on May 31, 2018, and the major agenda item will be a presentation on the Five-Year Financial Model.

## Response to Division Presentations

Committee members discussed the following funding requests that Mr. Spiro indicated as high priority:

### *Administration and Finance*

#### *New Funding:*

- |  |            |
|--|------------|
| • Hire Assistant Director of Maintenance Services          | \$ 74,000  |
| • Hire Assistant Director of Energy Management & Utilities | \$ 74,000  |
| • Hire Budget Office Staff Assistant                       | \$ 40,000  |
| • Hire EHS Office Assistant 2 to assist w/STARS            | \$ 39,533  |
| • Hire HR Employee Relations Associate                     | \$ 65,000  |
| • Hire HR Office Assistant 1 to manage personnel files     | \$ 30,000  |
| • Hire Policy & Compliance Coordinator                     | \$ 35,000  |
| • Vendor license for web training modules                  | \$ 15,000  |
| • Hire 4 Cleaners  | \$ 114,000 |
| • Hire 2 General Mechanics                                 | \$ 84,000  |
| • Hire 3 Plant Utility Assistant                           | \$ 106,500 |
| • Hire Painter   | \$ 41,800  |
| • Hire Ground Worker                                       | \$ 30,000  |

#### *Temporary Funding:*

- |   |            |
|---|------------|
| • Hire Compensation Consultation to work on Prof. Staff Compensation Plan | \$ 75,000  |
| • Reimburse BASC for licensing & training                                 | \$ 124,000 |

#### *Other Funding:*

- |  |           |
|--|-----------|
| • Hire Associate Director of Capital Planning - from Capital Funds | \$ 92,000 |
|--|-----------|

Comments from committee members regarding these priorities:

- The College must fulfill the commitment to reimburse BASC for the licensing and training of the EMS system. The College and BASC agreed to this when BASC obtained the EMS software.
- Hiring the Human Resources Employee Relations Associate is important as the current position is temporary and will be ending soon. This individual would be involved in managing the employee relations cases.

- Hiring an Assistant Director of Maintenance Services and an Assistant Director of Energy Management & Utilities would help resolve the lack of leadership in Facilities and increase the ability to coordinate jobs.
- The vendor license for web training modules is necessary to complete faculty and staff mandated training.
- Concern over the limited amount of cleaners, which leaves high traffic buildings during busy times unattended. Buildings mentioned were Tuttle North and Seymour Union and the concern is that these buildings do not have cleaning coverage on the weekends. The four cleaners would get us back to where we were years ago, but we may need more cleaners to complete tasks.
- Due to the Office of Human Resources delayed response to questions and concerns, members determined that filling these positions might help the burden on this office.
- The Policy & Compliance Officer would be a position that would assist cross-divisionally with policy, risk management, internal controls and any other areas of compliance needs.
- Hiring a Compensation Consultant would assist in developing a professional staff compensation plan that is equitable. This would fulfill a commitment made to the campus and would help achieve our goal of being a Better Place to Work.

Recommendations put forth by committee members:

- Conversations with LITS should happen so that we can move towards the goal of moving the EMS system from BASC to LITS.
- Review the training needs campus-wide and determine if there is an opportunity to consolidate training software. Also, review potential ways to collaborate with the Office of Diversity on EDI trainings.
- Examine the overall staffing levels of the current cleaning staff, the expectations in different buildings, and different types of coverage that may be needed to better maintain high use areas during peaks of activities. Also, review current service level agreements and determine if adjustments can be made to better utilize staff in higher need areas.
- The committee members endorse the request for the Employee Relations Associate in Human Resources but were not all in favor of endorsing the other Human Resources positions requests. This is due to the limited knowledge and information regarding the needs of the Human Resources department. In the future, the committee would like to see data regarding staffing levels from five years ago to now, staffing levels at sister institutions, mandates that need to be completed and ones that they have not been able to, and what they would like to accomplish five years in the future.

Recommendation by the committee for next year's process:

- When requesting funding for positions, the request should identify why they need the position and specifically if it is for compliance needs or accreditation purposes.

### **Other Items from the Committee**

- Committee members discussed adding the Small Alternations funding to the Investment Funds, therefore having a broader call letter and minimizing the number of call letters sent out across campus.
  - Some suggestions were to:
    - Add a checkbox for Small Alternations so that these individuals would not be subject to the assessment requirement.

- Have the Vice Presidents provide their rankings of the small alternation projects as they have done in the past. This would need further discussion, as there were some concerns about this.
- Mr. Spiro presented Cabinet's decision on the funding of the Investment Fund proposals. The letter to the committee and the corresponding table of results can be found on Blackboard: JPB/Content/Meetings/2018.05.17 Meeting.

The meeting was adjourned at 10:35 a.m.

Next Meeting: May 31, 2018, 8:30-10:30 AM

DC/LS/mw