Members present: Brock McMurray, Bill Devine, Sharyn Eveland, Jo Ellen Patterson and Debbie Hegeman as recorder.

Members absent: Barbara Amerio, Sheri Horn-Bunk, and Agnes Eguaras.

Approval of Minutes
The minutes from the October 8, 2015 meeting were approved by consensus.

Budget Adjustment
Brock reviewed the procedure for budget adjustments and reminded the committee categorical budgets are usually estimated at 95% of what their current allocation is due to the timing of notification from the state. Below are some of the adjustments received after the 15/16 budget was approved by the board.

- 3SP - $91,059 – This amount was in addition to the budget already approved for 15/16.
- AB86 - $750,000 – This amount is new funding for a consortium and will be used for adult education.
- Student Equity - $285,178 – This amount was in addition to the budget already approved for 15/16.

Budget Calendar
Brock reviewed some of the items on the budget calendar.

- Item 1: Complete - Budget calendar is submitted to the Board of Trustees as an informational item
- Item 2: Complete – Governance Council reviews proposed annual budget calendar.
- Item 3: The Academic Senate has reviewed the Faculty position requests and will review them a second time tomorrow (12/11/15) then the requests will be forwarded to Dr. Maloney for review.
- Item 4: Brock will be attending the Governor’s budget workshop in Sacramento during January 2016.
- Item 5: Complete - The Fall semester apportionment attendance report (320) will be submitted with our census information. The information is used for enrollment planning.

Budget News
Brock will be attending the statewide Governors budget meeting during January in Sacramento.

Facilities
- The Student Center project began 3 or 4 years ago but with the overall climate and construction costs rising, the project was reviewed to determine the overall budget based on today’s market. The decision, after evaluating the outcome, was to prepare the bid package with various cost alternates in order to control the final project cost. The alternates can be added back in if it is determined there will be left over funds. The bid package should go out in January and be open for bids in February.
Facilities (cont.)

a. **Phase 1:** Infrastructure – electrical – chiller – power
b. **Phase 2:** PG&E electrical service update which will include installing a new transformer to provide necessary power for the Student Center and future projects. This package is scheduled to go out for bid in January, 2016.
c. **Phase 3:** Demolition of current building and construction of new building. (Wildcat Way Dorms will be kept open during construction).

- **Site Utility at Alley:** The project is 90% complete. They are working to complete the project during the break.
- **ETEC Modular/Site work:** This project was fully funded by Federal grants. A ribbon cutting ceremony has been planned. The staff has begun moving in.
- **PG&E Upgrade:** The bid is expected to go to bid by January with construction finished in February, 2016.
- **Gym HVAC repairs:** The bid package for this project is currently being finalized and will go out to bid within the next two weeks. It is anticipated we will receive bids mid-January.
- **Gym Interior Repairs Phase 2:** The contractor is finalizing paperwork in order to procure the sound panels for installation. It is anticipated the installation will be towards the end of January, 2016.
- **Courtyard LED Retrofit Lighting:** AP Architects is currently working on the bid package for this project. It will retrofit the existing lighting in the courtyard to LED lighting.

**Other**

Based upon evaluations of the Budget Committee, it was agreed to:

1. Increase monthly meetings from 1 to 1 ½ hour in case the additional time was needed.
2. Distribute the Budget Committee minutes to the Governance Council members for a continual update. (A copy of GC October 9, 2015 minutes were distributed).
3. Review the charter twice a year to make improvements.

The next meeting is scheduled for January 14, 2016 however in-service will be taking place. The meeting has been moved to January 21, 2015 at 2:00 p.m. in the H.R. Conference Room.

Respectfully submitted:

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Debbie Hegeman