

**Budget and Planning Committee
Minutes-APPROVED**

Thursday, October 6, 2016
10:00 –11:30 AM

Science III, Rm 100

I. Call to order at 10:05AM

- a. Present: A. Hegde, M. Rush, S. Frye, L. Lara, A. Dominguez, Y. Zhong, A. Huynh, J. Drnek
- b. Absent: D. Anderson-Facile, D. Boschini, C. Commuri, J. Zorn
- c. Guests: Pat Jacobs, AVP for Facilities Management

II. Approval of Minutes

- a. Dr. Frye moved to approve the minutes of September 22, 2016. Frye/Rush

III. Approval of Agenda

- a. Dr. Drnek moved to approve the agenda for October 13, 2016. Drnek/Huynh

IV. Announcements

- a. Introductions were made.

V. Old Business

- a. Custodial and Maintenance concerns – Pat Jacobs, AVP, Facilities
 - i. Mr. Jacobs provided information regarding what can be paid for with the state-generated money that is the basis of Facilities Management budgets. The budget is intended for utilities, building maintenance, and providing custodial and grounds services. Maintenance for state-owned facilities will not be charged to departments, however, upgrades to state-owned facilities will be charged to departments. Work for Auxiliary organizations is not covered under this budget (for neither maintenance nor improvements).
 - ii. Mr. Jacobs noted that they are not currently staffed to provide routine maintenance checks, so he relies on students, staff, and faculty to submit work orders to inform his department of areas that need repair or maintenance.
 - 1. Dr. Frye suggested posting a flyer with contact information or the work order process in public rooms, similar to the “Emergency Response” poster, so that students, faculty, and staff are aware of how to report maintenance concerns. Mr. Jacobs confirmed that will be easy to implement and that his department will do so.
 - iii. Upon being asked about exposed wires in outlets, Mr. Jacobs noted that exposed data wires fall under IT, exposed electrical wires fall under Facilities Management.
 - iv. Mr. Jacobs mentioned that Mr. Faust Gorham from IT has mentioned that IT will be moving away from their current ticket system. They will be working together to use one system-wide process. Mr. Jacobs also mentioned that he is working on implementing a system by December 31, 2016 that will provide an update to the work order requestor for the work orders that are not completed within two weeks.
 - v. Ms. Zhong inquired about who oversees the maintenance of the Walter Stiern Library. Mr. Jacobs provided historical information of the custodial services in the WSL, and mentioned that he has 3 third-party custodians in the WSL, is working on securing 2 more, and is working on Union-related issues in this area.

- vi. Mr. Jacobs shared that on this campus, we do not have as many custodians as he would like to have, and do not keep up the maintenance as he would like. In 2009, the state had major budget cuts, and the custodial staff was cut by 4 FTEs, when there was a total manpower of 12 FTEs prior to that. We have not since then bumped our numbers back up at all. They identified and published a schedule of what custodians could do with the staffing that they had. He provided a list that was approved by the University for what the custodians would be doing (attached).
- vii. Mr. Jacobs shared that he believes we have made strides in deferred maintenance. We build new buildings but do not have a process of putting away money to maintain those buildings.
 - 1. At CSUB, we have a deferred maintenance back log of about 12 million dollars and is increasing by about a 400-500 thousand per year.
- viii. Restrooms are cleaned at night and in selected high-use restrooms, they do a spot check twice a day, in addition to the night cleaning.
- ix. Dr. Hedge mentioned that there are also concerns regarding the maintenance/custodial services during the Saturdays that classes are held. Mr. Jacobs said he will work with academic scheduling in order to be able to provide custodial services. He suggests that Saturday classes be scheduled in one building only.
- x. Dr. Huynh requested that information be added to new hire packets regarding the processes of who to contact for what service. Mr. Jacobs agreed and said he has spoken with Ms. Kellie Garcia in regards to this matter.
- xi. He will address the following three issues: create a flyer for the new employee information packet, address Saturday class custodial services, and create a flyer to place in public places.
- xii. The committee agreed to draft a resolution to have Mr. Jacobs present during University Week.
- b. Student Activity Block – Update
 - i. Mr. Dominguez shared that this can be removed from the agenda as a topic to discuss, but did request that he would like more information for their full board meeting to discuss including a list of class schedules so that they can find the best time for activities. The committee referred Mr. Dominguez to Dr. John Dirkse for this information.
- c. 2016-2017 REFERRAL #05: Implementation of Faculty Parking Proposal
 - i. TABLED FOR NEXT MEETING
- d. 2016-17 Referral #08: Formation of Child, Adolescent, and Family Studies Department
 - i. Dr. Rush requested that budget information outlining the changes be presented to the committee at the next meeting.
 - ii. The committee will table the remainder of this discussion until the next meeting.
- e. University Facilities Use
 - i. TABLED FOR NEXT MEETING

VI. New Business

- a. 2016-17 Referral #10: Grad Check Concerns
 - i. Many concerns were expressed by the committee in regards to the changes in the Graduate Application process.
 - ii. The committee would like to invite a representative from Enrollment Management to the next regularly scheduled meeting.

VII. Adjourn at 11:29AM (Frye/Rush)