

CCRI Governance Appendix II



COMMUNITY
COLLEGE
OF RHODE ISLAND





Governance Council Committee Meetings Agenda / Minutes

Budget / Capital Committee	
Date of Agenda Posting:	Friday, October 17, 2014
Meeting Date:	Monday, October 20, 2014
Meeting Start Time:	11:30 a.m.
Meeting Actual Start Time:	11:35 a.m.
Meeting Location:	Room 0028
Meeting Secretary :	Ruth Barrington

Member Attendance

Committee Member Name	Title	Present	Notes
		Y/N	
Ruth Barrington	Business Manager	Y	
Ken McCabe	Director of Physical Plant	Y	
Ruth Sullivan	Dean, Learning Resources	X	NEBHE Conf.
Mark Vigorito	Associate Director, Financial Aid	Y	
No Appointee at present	1 Academic Dean		
David Patten	Vice President, Business Affairs	Y	
Dave Rawlinson	Assistant Controller	Y	
David Snow	Associate Director, Physical Plant	Y	
Jim Reedy	Building Maintenance Supervisor	N	
Bob Considine	Maintenance Superintendent	X	Out of Office
Kathleen Gazzola	Prof., Dept. Chair, Dental Health	Y	
VACANT (no nominations rec'd)	1 Academic Department Chair		
VACANT (no nominations rec'd)	1 Academic Department Chair		
Meo Colantonio	Director, Community Services	Y	
Anthony Dzikiewicz	Director of Operations (IT)	Y	
Guests in Attendance:			
None			

Agenda

Agenda Item 1	Notes on Discussion
<ul style="list-style-type: none"> Approved Minutes of the August 4, 2014 meeting  <p>Approved - Minutes 8-4-14 mtg.pdf</p>	<p><i>Chair Patten noted that the minutes of the August 14, 2014 meeting were approved by consensus. [August 15, 2014]</i></p>
Agenda Item 2	Notes on Discussion
<ul style="list-style-type: none"> Budget Information  <p>Budget_Priority_Request_Letter_from_Prc</p>  <p>Budget_Request_Guidelines_FY15-16a.pdf</p>  <p>Strategic_Budget_Planning_Cycle_for_FY</p>	<p><i>Ruth Barrington explained that the in-house budget cycle this year is being tied to the strategic plan. She would like to see that all requests for funding from the different department be brought back to the strategic theme.</i></p> <p><i>Ms. Barrington initially asked that departmental requests to the division head or committee chair be submitted no later than November 14, 2014. After discussion and a request having been made by a Committee members, Ms. Barrington agreed to extend the request time an additional week. She would like to see the various committees share their feedback on what we could be doing differently.</i></p> <p><i>Chair Patten added that he is in favor of the creation of various committees, allowing all interested parties a “centralized” place to share and hold their ideas. As an example, he feels it is necessary to gather a committee to oversee requests for space allocation.</i></p>

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	<p><i>Ms. Gazzola feels that the responsibility of a “space allocation committee” as Chair Patten referred to may be too large of a task for the “space committee” she presently participates in. This committee mainly oversees the delivery of education within their available space.</i></p> <p><i>Mr. McCabe clarified that these would be two separate committees: (1) a committee to oversee classroom needs; and (2) a space allocation committee.</i></p> <p><i>The Committee discussed how many of the committees are presently not working as a full committee. Chair Patten believes that all committees have vacant positions and realizes the need for more involvement.</i></p> <p><i>With the 1.4M allocated in state funding being mainly directed toward health care, it is important to continue looking at keeping enrollment up. The possibility of a tuition increase may now be sought, as the College has now held its tuition level for the last three years.</i></p>
<hr/> Agenda Item 3	<hr/> Notes on Discussion

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- **Capital Project Update**

Chair Patten stated that the Warwick Renewal Project has begun. He and Ken McCabe, along with Meo Colantonio, Michael Cunningham, Jeanne Mullaney will be overseeing the project.

For the FY 2015 portion of the project, work will be done to update the crosswalk from the faculty/staff parking lot; a pavilion will be constructed outside the “round” building for various uses; all four campuses will see an upgrade on their furniture; and an expansion will be made to the student government/club area in the lower commons.

The Committee discussed the use of certain areas by students at the different campuses, as more of a social versus an academic use. It was understood that such areas are requested by the students and that their location within the school is mainly in response to space limitations within each facility. Chair Patten explained that the area being designated at the KC will be enclosed. As for the “student lounge” at the FC, Chair Patten stated that everyone will once again be given an opportunity to weigh-in during the renewal of that campus.

Currently at the FC, they are continuing to work on the door locks. Mr. Snow added that the second floor is 95%

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	<p><i>complete, and they are presently working on the first floor.</i></p> <p><i>The Committee discussed and agreed that access to user accounts/keys for all faculty, staff, and students needs to be updated more frequently. Currently, individuals are not deleted/cut-off from access as it is difficult to determine a cut-off period. Ms. Barrington indicated that she sees the need to prioritize and keep information updated, especially for key holders.</i></p> <p><i>Ms. Gazzola complimented the work done on the “key” system at the FC. She stated that the feedback has been very positive and that people feel safer.</i></p> <p><i>Chair Patten shared that the roof replacement at the LC has begun today and is expected to be completed by year end.</i></p>
Agenda Item 4	
<ul style="list-style-type: none"> • Adjournment 	<p><i>A motion to adjourn was made by Ken McCabe and seconded by David Snow. The motion was passed unanimously.</i></p>

Meeting Action Items

Action	Assigned To	Deadline
<i>Posting the minutes electronically</i>	<i>Secretary</i>	<i>10 days after conclusion of meeting</i>

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<i>Items approved by committee</i>	<i>Chair – forward to Senior officer</i>	<i>7 business days after conclusion of meeting</i>
<i>Revisit need for current/new members of the committee</i>	<i>Chair</i>	

Decisions Made

Decision 1	
Decision 2	
Discussion / other	

Meeting End

Meeting Schedule End: 12:30 p.m.	
Meeting Actual End:	12:15 p.m.
Next Meeting Date:	December 1, 2014
Next Meeting Time:	11:30 a.m.
Next Meeting Location:	President's Conference Room