

BUDGET & PLANNING MEETING MINUTES
August 18, 2005, 1:30 – 3:30 P.M. in Building 22, Room 109

Members Present

Margie Carrington, College Council Co-Chair
 Patty Dilko, Academic Senate President
 Veronica Espinoza, ASCC President
 Dianne Eyer, College Council Chair
 Martyns Kanu, CSEA Rep
 Phyllis Lucas-Woods, Vice President of Student Services
 Marilyn McBride, Vice President of Instruction
 Thomas Mohr, Interim President
 Paul Roscelli, Faculty Rep
 Terry Watson, Classified Senate President

Meeting Called to Order: 1:40 P.M. by Interim President Thomas Mohr

CONTENT	PROCESS	WHO
<p>1)BUSINESS</p> <p>I. Election of Chair</p> <p>II. Request to Hire EOPS Director</p> <p>III. Reminder of Announcement for Dean of Univ. Ctr & Acad. Sup. Serv.</p>	<p>Motion was made to nominate Patty Dilko as Budget & Planning Chair.</p> <p>Presented a document to members indicating:</p> <ul style="list-style-type: none"> • Request to hire an EOPS Director • Regulation for receiving funds • Past practice • Need for position • Essential functions of position/qualifications/desirable skills and attributes <p>Budget impact would be a difference of \$18,000. EOPS Director would supervise Program Coordinator Javier Urena and Office Assistant II Christine Huynh.</p> <p>Question was asked if this would be a permanent or short-term position. Vice President Lucas-Woods said that this would be a short-term assignment for possibly one year. The Student Services Division is looking at reorganizing their Division and will look at this assignment in the reorganization.</p> <p>Approval by consensus was made by Budget & Planning Committee members to move forward with the EOPS Director.</p> <p>Vice President Lucas-Woods added that campus governance groups would be contacted for representation on the hiring committee for this position.</p> <p>Distributed announcement for Dean of University Center & Academic Support Services for everyone to review. The position has been vacant since June 1, 2005. Stated that an email had been sent to Budget & Planning Committee members asking for their input on moving forward with this</p>	<p>Paul Roscelli Margie Carrington</p> <p>Phyllis Lucas-Woods, VPSS</p> <p>Phyllis Lucas-Woods, VPSS</p>

<p>IV. Status of Hiring Process of Budget Officer & Financial Analyst</p> <p>V. Overview of 05-06 Budget</p> <p>VI. College-Wide Planning</p> <p>VII. Future Agenda for Budget & Planning</p>	<p>position along with a date to respond by. It was agreed that we should go forward in filling this position. It was noted that a clear process needs to be developed to justify the need for Administrative and Classified positions. Process should show college goals met in filling position, impact on college financially, and justification for the position. Vice President Lucas-Woods said that she would work with Administration and the Classified Rep in developing a process for their respected groups.</p> <p>Reported that finalist have been selected for a final interview for both positions. Final interviews will be on Monday, August 22. Interim President Mohr and Vice Presidents Lucas-Woods and McBride acknowledged Terry Watson and thanked her for all her work in the Budget Office in the absence of the College Business Officer.</p> <p>Reviewed budget documents:</p> <ul style="list-style-type: none"> • 2004-1005 Summary of Ending Balances • 2005-2006 Site Allocations <p>Comments/Upcoming/Uncertain Budget Items</p> <ul style="list-style-type: none"> • Recommendations for hiring more full time faculty – many needs • Reported that a Board Study Session will focus on Security on the campuses for 24/7. This would be an extreme cost for us especially since our parking revenue does not cover our Security salaries. • Accreditation Costs • Student Services – possible evening Health Services <p>Committee needs to look and work with current Strategic Plan and define the need of our College. Comments:</p> <ul style="list-style-type: none"> • Redefine/reaffirm who we are & where going • agree on goals/vision/fulfilling mission • focus on what enhances the mission of the College • Put together a work plan using Strategic Plan <p>Budget & Planning Committee should be seen as Planning & Budget Committee, a formal body. Meetings should be on a regular basis with formal meeting minutes taken. Committee needs to:</p> <ul style="list-style-type: none"> • Decide the best way to use our funds in serving students. • Study planning needed for our campus • Make good decisions on our given resources/define decisions making sure they are adequate to the needs of our student body 	<p>Patty Dilko, Academic Senate President</p> <p>Phyllis Lucas- Woods, VPSS</p> <p>Marilyn McBride, VPI</p> <p>Thomas Mohr, Interim President</p> <p>Marilyn McBride, VPI Phyllis Lucas- Woods, VPSS</p> <p>Marilyn McBride, VPI Committee members</p> <p>Marilyn McBride, VPI Thomas Mohr, Int. President</p>
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<p>VIII. Future Meeting</p>	<ul style="list-style-type: none"> • Bring campus together • Good Agendas <p>All members were asked to review Cañada's Strategic Plan before the next meeting. Copies of the Accreditation Standards and Strategic Plan processes document will be sent to committee members to review before the next meeting</p> <p>A schedule of upcoming meetings for the fall semester was given to Committee members. Upcoming meetings are scheduled for September 21, October 19, November 16, and December 14. Meetings will be held in Building 22, Room 109 and will begin at 1:30 P.M. and end at 3:30 P.M.</p> <p>The meeting was adjourned at 3:30 P.M.</p>	<p>Marilyn McBride, VPI Thomas Mohr Int. President</p>
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