

**BUDGET & PLANNING MEETING MINUTES (Amended)
November 30, 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
 Phyllis Lucas-Woods, Vice President of Student Services
 Monica Malamud, College Council Chair
 Marilyn McBride, Vice President of Instruction
 Thomas Mohr, Interim President
 Vickie Nunes, College Business Officer
 Paul Roscelli, Faculty Rep
 Soraya Sohrabi, CSEA Rep
 Terry Watson, Classified Senate President

Members Absent

Veronica Espinoza, ASCC President

Guests:

Alicia Aguirre, Jenny Castello, Chuck Carlson, Linda Hayes, Anniqua Rana, Nancy Renkiewicz, Maggie Souza, Lezlee Ware, Frank Young

Meeting Called to Order: 1:45 P.M. by Chair Patty Dilko

CONTENT	PROCESS	WHO
1) APPROVAL OF MINUTES 11/16/05	Motion made and seconded to accept and approve minutes as amended.	Margie Carrington Vickie Nunes
2) BUSINESS I. Faculty Hiring	Presented the “Management Recommendations for Faculty Positions” which included: <ul style="list-style-type: none"> • Review of the process and criteria listed in the “Guidelines and Criteria for Recommending Full-time Faculty and Permanent Classified • Handed out Fall 2005 Load Analysis for requested new Faculty positions • Process at Division level that included 1) Division Dean and Faculty discussing Division needs for new permanent faculty; 2) Justifications were developed for positions felt important to the ongoing health of the Division and the College. They addressed the relationship of the position to the College mission/historical and current data regarding FTE/ full time to adjunct ratio/FTES/load/other program needs/program review. • At least three faculty members have indicated a desire to retire at the end of this academic year or before. • One additional faculty member tendered her resignation last year to be effective in December. For this resignation the College community, through Budget & Planning/College Council and a commitment from past President agreed to hire an 	Marilyn McBride, Vice President of Instruction

ECE position. This position will be advertised for the next academic year.

- Instruction/Student Service Council met on 11/9 to discuss all Division proposals for hiring new permanent faculty. Each Dean discussed the process used in Division meetings, summarized Division discussion, and presented priorities from Division perspective. Questions were asked and college wide perspectives discussed. Among the criteria the Council used in making recommendations was:
 - 1) potential for producing college wide enrollment growth;
 - 2) ability to offer sufficient number of courses to serve student need,
 - 3) availability of qualified adjunct faculty, and
 - 4) overall service to the whole college community.
- President's Cabinet discussed the position recommendations and prioritizations from ISSC and agreed with them. The budget will be the guiding factor in faculty hiring.
- Recommendations, in priority order, by ISSC and Cabinet are listed below. Note: depending on the number of positions that the budget will support, new faculty will be hired starting with the first position on the list and working down.
 1. ECE – previously approved
 2. Chemistry
 3. English/Reading
 4. Librarian
 5. Dance/Fitness
 6. Mathematics (one position)
 7. ESL
 8. History
 9. Interior

Several Faculty members from the Humanities Division were present and addressed some questions to Vice President McBride and the Budget & Planning Committee.

The Committee suggested that perhaps in the future the faculty should be informed up-front the amount of funding available for faculty hiring.

After much discussion, it was recommended by the Budget & Planning Committee to:

- Vickie Nunes, our College Business Officer, review our budget status and report back to this Committee in January on whether the College can fund faculty positions – if so how many?
- Have instructed Department to address job description for ECE position. Proceed to make

<p>II. Process for Hiring Classified</p> <p>III. Planning for the Future: Defining the Budget and Planning Committee – Who Are We As a Committee</p>	<p>recommendation at 1/18 meeting on any faculty hiring possible.</p> <ul style="list-style-type: none"> If any further retirements should occur, the P & B Committee will revisit the “Management Recommendations for Faculty Positions” list. <p>Presented and reviewed revised document for “Guidelines and Criteria for Recommending Permanent Classified Positions. Committee members discussed the document. It was recommended that document changes be made as follows:</p> <ul style="list-style-type: none"> Process portion of document – paragraph three should reflect that the hiring recommendation from Budget & Planning be sent to the College Council. College Council will then review and recommend to the College President. <p>It was moved and seconded that this document with the recommended changes be sent to the College Council for their review.</p> <p>As it was 3:30 P.M., this item was moved to the next meeting.</p>	<p>Margie Carrington, Vice President Classified Senate</p> <p>Phyllis Lucas-Woods Paul Roscelli</p> <p>Patty Dilko, Chair</p>
<p>3) ADJOURNMENT</p>	<p>Meeting was adjourned at 3:35 P.M. Next meeting will be on December 14, 1:30 P.M. in 22-109</p>	<p>Patty Dilko, Chair</p>