



**Planning & Budget Committee Meeting**  
**Wednesday, March 7, 2007**  
**1:30 to 3:30 p.m. – Building 22, Room 114**

**Members present:** Margie Carrington, Patty Dilko, Linda Haley, Maria Lara, Monica Malamud, Marilyn McBride, Terry Watson

**ExOfficio:** Thomas Mohr – Interim President, Vickie Nunes – College Business Officer

**Members Absent:** Kevin Chappell, Phyllis Lucas-Woods, Bart Scott

**Guests:** Debbie Joy, Robert Hood, Rita Sabbadini, Katie Townsend-Merino

AGENDA ITEM	CONTENT	PRESENTER
1) PUBLIC COMMENTS	None	
2) BUSINESS		
I. Budget Update of Supplementary Allocations	<p>Gave an overview of the FYRFUND which includes Fund 1 – general District fund, Fund 3 – restricted general fund, Fund 4 – Capital Improvements, Fund 6 – Child Development, and Fund 7 – Student Grants.</p> <p>Question was asked as to where facilities rental income is shown. It was explained that the colleges do not receive this money until the end of the fiscal year, that is not part of the general allowance, and becomes part of the ending balance.</p> <p>Also reported that our District has setup 4% liability of full-time salaries and external fund category salaries and is proposing by 2008 that the Colleges be responsible for deducting the 4% for the external fund category salaries. Our District recently did an Actuary Study and found that they have done a good job in setting aside this money.</p>	Vickie Nunes, College Business Officer
II. Payroll Clerk Position	<p>Reported that our Payroll Clerk Helia Ying has taken a position at CSM leaving the Payroll Clerk position at Canada vacant.</p> <p>In order to honor the hiring process approved by the Planning &amp; Budget Committee, the Payroll Clerk position has not been advertised.</p>	Thomas Mohr, Interim President

<p>Professional Development Chair</p> <p>Theater Arts Tech Coordinator Tutor Coordinator Basic Skills</p> <p>III. Budget Building</p>	<p>In the meantime, Terry Watson has been doing the Payroll Clerk job while vacant. It was noted that this is an existing position, is critical to the College, and should be filled as soon as possible. It was also noted by the CSEA Rep that existing positions, such as the Payroll Clerk, should come to Planning &amp; Budget as an information item only rather than action. The distinction “existing position” was never mentioned in the Classified Hiring Process. It was suggested that Classified Senate President Margie Carrington and CSEA Rep Maria Lara meet to discuss the current Classified Hiring document and bring any suggested changes back to Planning &amp; Budget Committee.</p> <p>To be in alignment with the other two campuses, it was suggested that Cañada College fund a faculty position that would coordinate for Professional Development for faculty and staff. This proposal was brought before the Academic Senate and approved and Denise Erickson was appointed to this position. A motion was made and seconded to move forward in increasing Professor Erickson’s position to 100% effective the beginning of the Spring 2007 Semester. All members agreed.</p> <p>Members were informed that the College is looking into the possibility of two Classified position swaps. At this point there are still matters unresolved that will need to be looked into further.</p> <p>Reported that as soon as we receive the necessary budget information from the District Office, our Division will begin working on their budgets for 2007/2008.</p>	<p>Marilyn McBride, Vice President of Instruction</p> <p>Phyllis Lucas-Woods Terry Watson</p> <p>Thomas Mohr, Interim President</p> <p>Thomas Mohr, Interim President</p>
<p>3) ADJOURNMENT</p>	<p>Meeting was adjourned at 3:15 p.m.</p>	<p>Margie Carrington &amp; Patty Dilko, Planning &amp; Budget Co-Chairs</p>