



Cañada College

PLANNING & BUDGET MEETING MINUTES

Wednesday, May 21, 2008

1:30 to 3:30 p.m. – Building 3, Room 142

Members present: Debbie Joy – College Council Co-Chair, Maria Lara Blanco – CSEA Rep, Phyllis Lucas-Woods – Vice President of Student Services, Monica Malamud – AFT Rep, Marilyn McBride – Vice President of Instruction, Joan Murphy – Classified Senate President, Martin Partlan – Academic Senate President, Ron Trugman – College Council Co-Chair

Ex-Officio: Thomas Mohr – President, Vickie Nunes – College Business Officer,

Members Absent: Blanca Castillo – Student Rep, Karina Camacho – Student Rep, Bart Scott – College Researcher

Guests: Linda Hayes, Robert Hood, Ruth Miller, Karen Olesen, Terry Watson

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINTUES FROM MAY 7, 2008	The minutes were approved as amended by the members present.	Martin Partlan, Planning & Budget Co-Chair
2) PUBLIC COMMENTS	Comments were given on the MAAS Companies Inc. Educational Master Plan presentation at the All College Meeting yesterday.	Martin Partlan, Planning & Budget Co-Chair
3) BUSINESS I. Managed Hiring Position – Classified	<p>A Managed Hiring Justification was handed out and reviewed with members. The Instructional Aide II position at OICW in Menlo Park is being redefined based on program need. The responsibilities in this position included supporting the ESL students taking classes at the OICW site. With enrollments over the past few years declining, it has been decided to discontinue offering ESL courses at this site and to move the resources to other areas where enrollment is healthy. As a result the need for an Instructional Aide II is gone. This position is currently funded at 25% by the general fund and 75% by the City of Menlo Park Redevelopment Fund. Dean Linda Hayes is the administrator of this grant and believes that 60% of the work that was previously being done in the Instructional Aide II position can continue to be funded by the grant. In order to maintain a full-time position the percentage of funding coming from the General Fund needs to be increased from 25% to 40%. A position has been identified for the employee to work 40% of the time as an Office Assistant II in the Science & Technology Division with the remainder of the time supporting the work of the grant either on campus or at the OICW Center.</p> <p>A recommendation is being made to Planning & Budget to approve increasing the amount of general fund dollars needed to support this position from 25% to 40% of the salary. Benefits will continue to be paid from the grant.</p> <p>After a lengthy discussion, a motion was made for Planning & budget to recommend to College Council to move forward in increasing the funding percentage from 25% to 40%</p>	Marilyn McBride, Vice President of Instruction & Linda Hayes, Dean of Business, Workforce, & Athletics

<p>II. Classified Contract Discussion</p> <p>III. Budget Update</p>	<p>from the General Fund for this position on a one time basis to satisfy the needs of Managed Hiring. The Office Assistant II position in the Science & Technology Division is a temporary position. Should this position become open it cannot be filled unless it goes through the Justification Process for a new position.</p> <p>Vice Chancellor of Human Resources Harry Joel was unable to attend the meeting but did send Classified and Faculty Hiring information that was discussed in great detail. It was decided to invite Vice Chancellor Joel and the CSEA President or Rep to an upcoming Planning & Budget meeting in Fall 2008 to clarify and allow everyone to get a better understanding of the CSEA contract and hiring process.</p> <p>College Business Officer Vickie Nunes gave an update on the ACBO Conference she attended and just returned from. Reported that projections from the State are still changing in regard to categorical funding.</p>	<p>Martin Partlan, Planning & Budget Co-Chair</p> <p>Vickie Nunes, College Business Officer</p>
<p>4) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:23 p.m.</p>	<p>Martin Partlan, Planning & Budget Co-Chair</p>