



PLANNING & BUDGET MEETING MINUTES
Wednesday, December 5, 2007
2:00 to 4:00 p.m. – Building 3, Room 142

Members Present: Debbie Joy – College Council Co-Chair, Maria Lara – CSEA Rep, 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: Karina Camacho, Blanca Castillo, Phyllis Lucas-Woods, Bart Scott

Guests: Lenore Cabrera, Jennifer Castello, Linda Hayes, Jeanne Gross, Doug Hirzel, Robert Hood, Dave Patterson, Anniqua Rana, Terry Watson, Nancy Wolford,

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES FROM 11/21/07	The minutes were approved by consensus as amended.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
2) PUBLIC COMMENTS	None	
3) BUSINESS		
I. Consideration of Hiring Priorities as Developed by the ISSC	<p>Reported that ISSC met on November 28th to present and prioritize the justifications for classified and faculty positions for the 2008-2009. Classified justifications were presented in the morning session with Joan Murphy and Debbie Joy representing the Classified constituency. Faculty justifications were presented in the afternoon session with Martin Partlan and Jennifer Castello representing the Faculty constituency.</p> <p>The document entitled “2008-2009 Hiring Priorities as Recommended by ISSC and Faculty/Classified Representatives” was presented and reviewed. Faculty prioritized positions were listed in the following order:</p> <ul style="list-style-type: none"> • Counselor • Health Science 	Marilyn McBride, Vice President of Instruction

<p>II. Recommendations to be Considered by the College Council & College President</p>	<ul style="list-style-type: none"> • Librarian • ESL • English • PE/Soccer, Coach • Mathematics • Fashion Design • Counselor • Interior Design • Counselor <p>Classified prioritized positions were listed in the following order:</p> <ul style="list-style-type: none"> • Learning Center – Instructional Aide 100% • ECE – Program Services Coordinator 100% • Fashion Design – Instructional Aide II 60% • Counseling & Enrollment Services – A&R Assistant II 100% • Science & Technology – Office Assistant II 52% • Financial Aid – Financial Aide Assistant 100% • DSPS – Alternate Media Specialist 48% • DSPS – Office Assistant II 53% • Student Activities Office – Office Assistant II 48% <p>Discussion followed on the recommendations by ISSC and the number of positions to fund based on our budget. It was agreed by all members present that the Planning & Budget Committee recommend to the President to hire 3 full time faculty and at least 2 classified based on the prioritized list contingent on two faculty separations.</p> <p>Discussed with members what he needs to consider in reviewing the recommendations made by ISSC that included:</p> <ul style="list-style-type: none"> • Enrollment – potential growth and retention • Services provided by staff to students • Works loads • Response to community • Will some risk have to be taken as the College cannot fund many positions <p>Also added that the hiring process should be revisited. We should also review</p>	<p>Thomas Mohr, President</p>
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<p>III. Update on Basic Skills Task Force</p>	<p>the College budget mid-year and again before going through the hiring process.</p> <p>Presented a document with the Basic Skills Task Force recommendations that were based on the needs to fulfill the Task Force’s current vision. Recommendations were listed in the following order:</p> <ol style="list-style-type: none"> 1. BSI Coordinator(s) (6 units) \$12,000 (Spring 2008) 2. Funding for professional development inclusive of staff and adjunct faculty (\$30,000) 3. Full-time counselor 100K work in the classroom (Tenure Track) (Fall 2008) 4. Stipend for BSI Co-Coordinator (Fall 2007) 5. SOTL \$12,000 one scholar (Spring 2008 and Fall 2008) 6. Part-time counselor will continue to be paid until full-time is hired (Spring 2008) 7. English – Developmental Full-time tenured Fall 2008) 8. Four Ambassadors 20K (Spring 2008) 9. Six Students Learning Assistants (\$8000) – 2 ESL, 2 Reading, 2 English, and 2 math (Learning Center) 10. Two ESL Instructional Aides in the Learning Center (Continue to be paid in Spring 2008) 11. SOTL \$6000 (half scholar funding Spring 2008) 12. Full-time counselor 100K work in the classroom (Categorical Fall 2008) 13. English – Developmental Full-time categorical (non-tenure) Fall 2008 <p>Discussion followed on the recommendations made that included:</p> <ul style="list-style-type: none"> • Basic Skills Co-Coordinator positions • Funding of full time tenure track Counseling position • Need to have a Counselor assigned to Basic Skills activities • Possibility of the College absorbing funding for full time tenure track Counseling position if Basic Skills funding from the State ends • Assessment in Spring 2008 Semester on what we are doing in Basic Skills. <p>It was agreed by all members that this agenda item came to Planning & Budget Committee as information and is not endorsed.</p>	<p>Anniqua Rana, Co-Chair Basic Skills Task Force</p>
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<p>IV. Instructional Equipment</p>	<p>Presented and reviewed the 2007-2008 Academic Year Equipment Requests from the Divisions. Requests of \$5000 or more were paid from Instructional Equipment funds from State. Requests of less than \$5000 were paid out of Prop 20 funds.</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: right;"><u>Instructional Equipment</u></th> <th style="text-align: right;"><u>Prop 20</u></th> </tr> </thead> <tbody> <tr> <td>Carryover</td> <td style="text-align: right;">\$135,798.40</td> <td style="text-align: right;">\$133,813.88</td> </tr> <tr> <td>Additional On Going from State</td> <td style="text-align: right;">50,000.00</td> <td style="text-align: right;">100,000.00</td> </tr> <tr> <td>One Time Dollars</td> <td style="text-align: right;"><u>28,000.00</u></td> <td style="text-align: right;"><u>.....</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$213,798.40</td> <td style="text-align: right;">\$233,813.88</td> </tr> <tr> <td colspan="3">Requests from Divisions</td> </tr> <tr> <td>Business, WFD & Athletics</td> <td style="text-align: right;">14,479.96</td> <td style="text-align: right;">64,015.10</td> </tr> <tr> <td>Humanities</td> <td style="text-align: right;">15,621.66</td> <td style="text-align: right;">19,781.78</td> </tr> <tr> <td>Science & Technology</td> <td style="text-align: right;">23,572.84</td> <td style="text-align: right;">13,887.22</td> </tr> <tr> <td>Univ Ctr & Academic Support Serv.</td> <td style="text-align: right;"><u>.....</u></td> <td style="text-align: right;"><u>4,647.39</u></td> </tr> <tr> <td>Total Requests</td> <td style="text-align: right;">53,674.46</td> <td style="text-align: right;">\$102,331.49</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Total Requests using Instructional Equipment Funds from State and Prop 20 are \$156,005.95. • Remaining balance in Instructional Equipment from State funds \$160,123.94 • Remaining balance in Prop 20 fund is \$131,482.39. <p>It was noted that no requests were received from Counseling and Enrollment Services as their needs were addressed with Building 9.</p>		<u>Instructional Equipment</u>	<u>Prop 20</u>	Carryover	\$135,798.40	\$133,813.88	Additional On Going from State	50,000.00	100,000.00	One Time Dollars	<u>28,000.00</u>	<u>.....</u>		\$213,798.40	\$233,813.88	Requests from Divisions			Business, WFD & Athletics	14,479.96	64,015.10	Humanities	15,621.66	19,781.78	Science & Technology	23,572.84	13,887.22	Univ Ctr & Academic Support Serv.	<u>.....</u>	<u>4,647.39</u>	Total Requests	53,674.46	\$102,331.49	<p>Marilyn McBride, Vice President of Instruction</p>
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<p>4) ADJOURNMENT</p>	<p>The meeting was adjourned at 4:10 p.m.</p>	<p>Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs</p>																																	