



PLANNING & BUDGET MEETING MINUTES
Wednesday, December 19, 2007
1:30 to 3:30 p.m. – Building 3, Room 142

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

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

Members Absent: Maria Lara, Joan Murphy, Blanca Castillo, Karina Camacho

Guests: Robert Hood, Dave Patterson, Anniqua Rana, Maggie Souza, Katie Townsend-Merino, Terry Watson

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES OF 12/5/07	The minutes were approved as amended.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
2) PUBLIC COMMENTS	Reported that Joan Rosario will start her position as Administrative Secretary in the Instruction Office on January 2, 2008.	Marilyn McBride, Vice President of Instruction
3) BUSINESS I. Update on Replacement of Classified Positions <ul style="list-style-type: none"> • Program Services Coordinator – A&R • Program Services Coordinator – CBET 	<p>Reported that Javier Urena resigned from his position as Program Services Coordinator for Admissions & Records and taken another position at Skyline College. Position is being posted by our Human Resources Department internally.</p> <p>Reported that Carmina Chavez has resigned from her position as CBET Program Services Coordinator and taken another position elsewhere. The CBET Program Services Coordinator position is paid from categorical funds.</p> <p>In asking our Human Resources Department to post the position, the Humanities Division Office was informed that the duties described in the job description for the CBET Program Services Coordinator were for the position Staff Assistant. Human Resources Department has made a request to the Labor Management Council to reclassify this position from CBET Program Services Coordinator to Staff Assistant. If the Labor Management Council approves the request, the position will be presented for approval to our Board of Trustees at one of their January meetings.</p> <p>Katie Townsend-Merino, Dean of Humanities & Social Science pointed out that this is a critical time for the CBET Program with enrollments for the Spring 2008 Semester beginning. While we are waiting to hear back from the Labor</p>	<p>Thomas Mohr, President</p> <p>Thomas Mohr, President Katie Town-Merino, Dean of Humanities & Social Science</p>

<p>II) Hiring Procedures Debrief</p> <p>III) Basic Skills Expenditures</p>	<p>Management Council a substitute has been hired for the position CBET Program Services Coordinator at a Step 1. A motion was made and seconded to approve the reclassification of the CBET Program Services Coordinator to Staff Assistant pending the approval of the Labor Management Council. All members agreed.</p> <p>The procedures used in our Hiring Process were reviewed and discussed in length. President Mohr said that our process needs to be coherent, transparent, clear understanding, broad based, inclusive, data driven, and in accords with the principles of Shared Governance. It was suggested that we should gather more information to bring back to another Planning & Budget meeting that would include:</p> <ul style="list-style-type: none"> • looking into what other College are do in their hiring process • pool our constituency groups to see what they think needs to be changed • look at our Strategic Plan to see what is needed to fulfill our goals <p>Presented and reviewed “Basic Skills Task Final Report” which showed the budget and model for Basic Skills Learning Communities endorsed by Basic Skills Task Force. The budget reflected estimated costs that included:</p> <p><u>Committed Funding</u> \$85,000 –\$12,000 for 6 Student Learning Assistants, \$30,000 for PT Counselor \$22,000 for 2 Instructional Aides \$9,000 for Stipend for BSI Coordinator-Fall 07, fund 1 SOTL scholar) \$12,000 funding for 1 SoTL Scholar</p> <p><u>Proposed Funding from Basic Skills Initiative</u> \$66,000 – FLC for Crossing Borders (beginning Fall 2008) \$100,000 – full time Counselor 100K work in classroom (categorical) – fall 2008 \$24,000 – BSI Coordinator (6 units) beginning Spring 2008 \$30,000 – Funding for professional development inclusive of staff and adjunct faculty \$20,000 – four ambassadors 20K (Spring 2008) \$6,000 – SOTL (half scholar funding)(Spring 2008) \$20,000 – Funding for Bridge Program</p> <p><u>Basic Skills Estimated Costs total to \$266,000.</u></p> <p>Motion made and seconded to accept Basic Skills budget. All members agreed.</p>	<p>Thomas Mohr, President</p> <p>Marilyn McBride, Vice President of Instruction & Basic Skills Co-Chair</p>
<p>4) ADJOURNMENT</p>	<p>Meeting adjourned at 4:00 p.m.</p>	<p>Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs</p>