



**PLANNING & BUDGET MEETING MINUTES**  
**Wednesday, October 15, 2008**  
**1:30 p.m. – Building 2, Room 10**

**Members Present:** Margie Carrington – College Council Co-Chair, Maria Lara-Blanco – CSEA Rep, Joan Murphy – Classified Senate President, Martin Partlan – Academic Senate President, Katherine Schertle – AFT Rep

**Ex-Officio:** Thomas Mohr – President, Vickie Nunes – College Business Officer, Gregory Stoup – Director of Planning, Research, & Student Success

**Members Absent:** Phyllis Lucas-Woods – Vice President of Student Services, Anniqa Rana – College Council Co-Chair

**Guests:** Robert Hood, Janet Stringer, Maggie Souza, Katie Townsend-Merino

AGENDA ITEM	CONTENT	PRESENTER
<b>1) APPROVAL OF MINUTES FROM 9/17/08 &amp; 10/1/08</b> (Action Item)	The minutes of September 17, 2008 were approved as amended. The minutes of October 1, 2008 were approved as amended with two abstentions.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
<b>2) PUBLIC COMMENTS</b>	None	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
<b>3) BUSINESS</b>		
I. Review of Hiring Justification Timeline (Informational Item)	A hiring justification timeline was handed out and reviewed. This timeline will be sent to the entire campus for their review. November 12 <sup>th</sup> was agreed on as the date where the Hiring Justifications will be presented by the Deans to Administration, Classified, and Faculty. Classified Justifications will be presented in the morning with Faculty Justifications presented in the afternoon.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
II. Planning for a Budget Study Session by Division (Discussion Item)	A Budget Study Session by Division was suggested so that the Planning & Budget Committee can get a better picture of how funds are allocated to the College that would include: <u>Inflows</u> <ul style="list-style-type: none"> <li>- Where money/FTE comes from and how much?</li> <li>- How was the amount determined?</li> <li>- If from a grant, how was it decided to apply for the grant? Was there planning for grant administration?</li> </ul> <u>Out Flows</u> <ul style="list-style-type: none"> <li>- How are the resources allocated?</li> <li>- How are the decisions made?</li> </ul>	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs

<p>III. CCRAA HSI Grant (Informational Item)</p>	<p>- What is the review process for resource allocation?</p> <p>The Committee would also be looking at a College breakdown of Fund 1 and 3. A budget overview will be given by College Business Officer Vickie Nunes giving a three year historical with FTE allocations and expenditures. For the next Planning &amp; Budget meeting, Committee members were asked to look at Budget Allocation models from other Colleges and forward models to Martin Partlan that they would like to present.</p> <p>Janet Stringer, Dean of Science &amp; Technology informed members that our College has been awarded a two year grant from the College Cost Reduction and Access Act: Hispanic-Serving Institution Program. This project is designed to help Hispanic and other low income students interested in science, technology, engineering and math (STEM) fields accelerate their completion of prerequisite math courses. This will be accomplished through an intensive 6-week summer program in math instruction, an enhanced math Lab, incorporation of science lab experience with math training and exploration of career pathway and options. The project will also provide significant support for students transferring to 4-year institutions in pursuit of degrees in STEM fields. Project personnel will develop and convene a Transfer Summit and develop and provide access to transfer materials. With a budget of \$765,000 for the first year and \$761,000 for the second, this grant has the potential to have a significant impact on the resources of the College as a whole. The grant budget provides funding for a full-time Project Coordinator, which is a faculty-level position, and a full-time assistant project director, which is a classified position. A Classified Hiring Justification was presented for an Assistant Project Director for CCRAA HSI Project. This is a full time 12 month position with the allocation from CCRAA HSI external funds noting the expiration date of position as 9/30/2010. A Job Announcement was also presented for a Hispanic Serving Institutions Science Technology Engineering &amp; Mathematics Grant Project Coordinator - A Temporary Full-time Non-Tenure Track Faculty Position noting that this position is grant-funded and will end on 9/30/2010.</p>	<p>Janet Stringer, Dean of Science &amp; Technology</p>
<p><b>4) ADJOURNMENT</b></p>	<p>The meeting was adjourned at 2:50 p.m.</p>	<p>Joan Murphy &amp; Martin Partlan, Planning &amp; Budget Co-Chairs</p>