



BUDGET COMMITTEE MEETING MINUTES
Wednesday, March 4, 2009
1:30 to 3:30 p.m. – Building 3, Room 142

Members Present: Margie Carrington, Maria Lara, Joan Murphy, Vickie Nunes, Martin Partlan, Greg Stoup, Lezlee Ware

Ex-Officio: Robert Hood - Director of Marketing, Thomas Mohr - President

Members Absent: Student Reps

Guests: Salumeh Eslamieh, Jenny Castello, Maggie Souza, Janet Stringer, Terry Watson

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF THE MINUTES	The minutes of February 18, 2009 were approved as submitted.	Joan Murphy & Martin Partlan, Budget Committee Co-Chairs
2) PUBLIC COMMENTS	Margie Carrington gave a brief report on Legislative Advocacy Day in Sacramento.	Margie Carrington
3) BUSINESS I. Mission Statement (Discussion)	<p>Led an exercise and discussion in developing a Mission Statement with the Budget Committee members that included:</p> <ul style="list-style-type: none"> • Guiding Principles – be consistent with the college mission but anticipate an adaptive environment, be concise, and convey connection to integrated planning. • Cañada College’s current Mission Statement • Key elements of a CCC Mission – overall purpose, population served, commitment to student learning, and points toward measurable outcomes • Cañada Mission within this framework is: 1) to ensure an opportunity to achieve individual goals and foster personal and academic growth, 2) student with diverse backgrounds and variety of goals, 3) a priority on supportive teaching and learning relationships, responsive support services & a co-curricular environment, and 4) quality instruction in general, transfer, basic skills education, academic success, responsive support, personal growth/development • Student Services Planning Council Draft Mission Statement • Key elements of the Budget Committee Draft should include support 	Gregory Stoup, Director of Planning, Research, & Student Success

		<p>integrated planning, evidence based decision support, responsive to evolving needs, and advances the college mission.</p> <p>A draft of the Budget Committee Mission Statement was reviewed followed by a discussion. The Budget Committee agreed on their Mission Statement to read as follows: After discussion and a few revision the Budget Committee agreed on their Mission Statement to read as follows:</p> <p>“The Cañada Budget Committee, working in close collaboration with all College Planning bodies, seeks to improve college planning & decision making by providing evidence-based recommendations that are responsive to emerging needs, inform program planning, and advance the mission and strategic goals of Cañada College.</p>									
II.	Finalize Changes to Budget Committee By-Laws (Discussion)	<p>The draft of the Budget Committee Philosophy and Constitution was again reviewed with a few small revisions.</p> <p>Members agreed by consensus on the Budget Committee Philosophy and Constitution to include the proposed changes and newly written Mission Statement.</p>	Martin Partlan, Budget Committee Co-Chair								
III.	Faculty & Classified Hiring Prioritization Procedures (Discussion)	<p>The current Faculty & Classified Hiring Prioritization procedures were reviewed and discussed.</p> <p>The following proposal by the Academic Senate for hiring prioritization procedures was discussed in great detail:</p> <ul style="list-style-type: none"> • Budget Committee determines the number of positions that can be funded • Division do Justifications • Instruction Planning Council and Vice President of Student Services review the Justifications • Justifications are reviewed at a joint meeting with members of Academic Senate Governing Council, Instruction Planning Council, and the Vice President of Student Services. <p>Members were asked to discuss this with this constituency groups and bring any feedback to the Budget Committee.</p>									
IV.	Basic Skills Budget Overview & Update (Informational)	<p>A Basic Skills Budget Review was presented and reviewed.</p> <table> <tr> <td>Balance of allocation that needs to be spent by the end of this year</td> <td>\$ 96,580.55</td> </tr> <tr> <td>Balance of allocation that needs to be spent by the end of 2010</td> <td>168,473</td> </tr> <tr> <td>Recent Allocation</td> <td><u>166,731</u></td> </tr> <tr> <td>Basic Skills Total Balance</td> <td>\$431,784.55</td> </tr> </table> <p>Expenditures for Spring 2008 were for:</p>	Balance of allocation that needs to be spent by the end of this year	\$ 96,580.55	Balance of allocation that needs to be spent by the end of 2010	168,473	Recent Allocation	<u>166,731</u>	Basic Skills Total Balance	\$431,784.55	Vickie Nunes, College Business Officer Salumeh Eslamieh, Basic Skills Coordinator
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	<ul style="list-style-type: none"> • Basic skills Coordinator, Crossing Borders Learning Community Planning Retreat, Campus Ambassadors, Professional Development, Instructional Aides, Student Learning Assistants <p>Expenditures for Fall 2008 were for:</p> <ul style="list-style-type: none"> • Basic Skills Coordinator, SoTL scholars, Crossing Borders Learning Community, Full-time Counselor, Campus Ambassadors, Sumer L.E.A.P. Coordinator, Professional Development – “For Teaches, By Teachers part 1”, Student Success Conference Learning Community Presentation <p>Planned Expenditures for Spring 2009 are:</p> <ul style="list-style-type: none"> • Summer L.E.A.P. Program and Learning Community Planning Retreat <p>Planned Expenditures for Fall 2009 and Spring 2010 are:</p> <ul style="list-style-type: none"> • Basic Skills Coordinator, Full-time counselor, Campus Ambassadors, Professional Development, Crossing Borders Learning Community, G.O.A.L.S. Learning Community, College Success in the Evening Learning Community 	
4) ADJOURNMENT	The meeting was adjourned at 3:00 p.m.	Joan Murphy & Martin Partlan, Budget Committee Co-Chairs