

BUDGET & PLANNING MEETING MINUTES
September 21, 2005, 1:30 – 3:30 P.M. in Building 22, Room 109

Members Present

Margie Carrington, College Council Co-Chair
 Patty Dilko, Academic Senate President
 Veronica Espinoza, ASCC President
 Dianne Eyer, College Council Chair
 Phyllis Lucas-Woods, Vice President of Student Services
 Marilyn McBride, Vice President of Instruction
 Thomas Mohr, Interim President
 Vickie Nunes, College Business Officer
 Paul Roscelli, Faculty Rep
 Terry Watson, Classified Senate President

Members Absent

Martyns Kanu, CSEA Rep

Guests:

Debbie Carrington, District Budget Officer

Meeting Called to Order: 1:35 P.M. by Chair Patty Dilko

CONTENT	PROCESS	WHO
1) APPROVAL OF MINUTES 8/18/05	Motion made and seconded to approve minutes as submitted. Vickie Nunes - College Business Officer and Debbie Carrington – District Budget Officer, were introduced to everyone present.	Margie Carrington Terry Watson Patty Dilko, Chair Committee Members
2) BUSINESS I. Budget Update	Handed out and reviewed the SMCCCD 2005-06 Final Budget Report. Pointed out: <ul style="list-style-type: none"> • This is a tight budget year and that the colleges need to carefully plan their budget. • Cañada needs to list everything in the budget that we are spending money on so that these expenses can be covered. We have not been doing complete budget planning and have to include expenses funded by grants. • Need to start planning our budget for next year – due mid year • Resource Allocation model will be used next fiscal year. <p><u>Committee Discussion:</u></p> <ul style="list-style-type: none"> • Grants have helped to pay for items in the past/ grandfathered in. Clarify essential positions paid with grant money. • Set goals/vision – look at what we are spending money on • Look at expenses using one-time money/what other 	Debbie Carrington, District Budget Officer

<p>II. Request to Hire Payroll Clerk</p> <p>III. Request to Hire Dean of Humanities</p> <p>IV. Strategic Planning</p> <p>V. Accreditation</p>	<p>money do we have that can be moved</p> <p>Justification presented to hire a Payroll Clerk. Position is vital and a critical need as the District will be converting to a new payroll system in January 2006. Motion made and seconded to move forward in filling this position.</p> <p>Justification presented to hire Dean of Humanities. Position will be vacant at the end of this month. This position is vital. The Humanities Division is the largest Division on campus. Position is fully budgeted. Motion made and seconded to move forward in filling this position.</p> <p>Led discussion of what processes/strategies can be used in reviewing our College's Strategic Plan and how this can be used in our Accreditation Self Study/overall process.</p> <ul style="list-style-type: none"> • Look at College mission/vision/values statement • Review Strategic Plan document and prioritize recommendations based on items in place, in process, unfinished, and group by topic <p>It was suggested that a Steering Committee be formed on campus to review the Strategic Plan document. It was further suggested that this task should be taken on by the Budget & Planning Committee. This was agreed upon by Committee members and suggested that this group meet twice a month over the next three months on the first and third Wednesday of the month dedicating the first meeting in the month to the College's Strategic Plan. Discussion ensued on strategies to use in going through Strategic Plan</p> <ul style="list-style-type: none"> • Set agenda for Strategic Plan, critique first and then invite broadly based stakeholders involved • Use information generated at the Academic Senate meeting last December where Administration and faculty were present • Go back in College history on what happened/Look more in depth and assess where we are/What has been accomplished or not (reason why)/Establish a point of time/Evidence • Work with Vice President of Instruction on task trying to accomplish • Questions/Answers to HOW? WHAT? PROCESS? • Obtain input from College community by scheduling a College Forum <p>Committee members were asked to read the Accreditation Standards and Themes that we will need to address for our</p>	<p>Vickie Nunes, College Business Officer Paul Roscelli Phyllis Lucas-Woods, VPSS</p> <p>Phyllis Lucas-Woods, VPSS Monica Malamud</p> <p>Thomas Mohr, Interim President</p> <p>Thomas Mohr, Interim President Marilyn McBride, VPI</p> <p>Marilyn McBride, VPI</p>
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	<p>Accreditation. Vice President McBride will be the Administrative Co-Chair and Alicia Aguirre will be the Faculty Co-Chair. Vice President McBride has or will be meeting to discuss our Accreditation Process with the Academic Senate, Classified Senate, Student Senate, College Council, and campus Divisions. Vice President McBride and Alicia Aguirre will also be meeting with Roberta Chock, Robert Hood, Bart Scott, and David Patterson to discuss activities engaged in evidence.</p>	
<p>3) ADJOURNMENT</p>	<p>Motion was made to adjourn meeting. Meeting was adjourned at 3:00 P.M.</p>	<p>Paul Roscelli Patty Dilko, Chair</p>