

BUDGET & PLANNING MEETING MINUTES
November 30, 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
 Phyllis Lucas-Woods, Vice President of Student Services
 Monica Malamud, College Council Chair
 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:

Maggie Souza

Meeting Called to Order: 1:52 P.M. by Chair Patty Dilko

CONTENT	PROCESS	WHO
1) APPROVAL OF MINUTES 11/16/05	Motion made and seconded to accept and approve minutes as amended.	Margie Carrington Monica Malamud
2) BUSINESS		
I. Process of Hiring Managers	Presented and reviewed document entitled “Guidelines and Criteria for Recommending Administrative Positions” with Committee members. Discussion with recommendations to the document took place among Committee members. It was suggested that this topic be placed on the next meeting agenda for further review and discussion	Marilyn McBride, Vice President of Instruction
II. Process for Hiring Classified	Presented and reviewed document entitled “Guidelines and Criteria for Recommending Permanent Classified Positions” with Committee members. Discussion with recommendations to the document took place among Committee members. It was suggested that this topic be placed on the next meeting agenda for further review and discussion.	Margie Carrington, College Council Co-Chair/Classified Senate Vice President
III. A. Fund 3 Classified Position Requests	*Presented justification to fill a vacant position, Office Assistant I. with the Cañada College Upward Bound Program/Humanities Division Federal Trio Grant. This position would be used by the program 67% and be funded 100% by Fund 3. Discussion ensued among members on the filling and funding of this position. Committee members agreed to move forward in filling this position.	Phyllis Lucas-Woods, Vice President of Student Services
	*Presented justification to hire a 100% Office Assistant II for the Academic Support and Advising Project, a Student	Phyllis Lucas-Woods, Vice President of

<p>B. Transfer Center Program Supervisor</p> <p>C. Athletic Trainer</p> <p>IV. Potential New Faculty Hiring</p> <p>V. Planning for the Future: Defining the Planning and Budget Committee</p>	<p>Support Services, Federal Trio grant. This position was vacated in early October 2005. The position would be used 75% of the time by ASAP and 25% of the time by MESA. Funding would come from: 50% Student Support Service grant, 25% MESA grant, and 25% Fund 1. Discussion ensued among members on the filling and funding of this position. Committee members agreed to move forward in filling this position.</p> <p>Justification included need, essential functions, historical quantitative data, and other programmatic need was presented to rehire a Program Supervisor for Student Outreach, Retention and Transfer. This position was vacated in August 2005. The job description has been slightly modified to reflect outreach to transfer bound students. This position is funded by Fund 1. Motion made and seconded to move forward in filling this position. All agreed.</p> <p>Rationale for this position would be:</p> <ol style="list-style-type: none"> 1. Safety of athletes 2. Liability issues <p>Present Athletic Trainer was hired for 60% employment time. The remaining unfunded 40% comes to \$26,000. A motion was made and seconded to move forward in filling this position. All present in agreement with one abstention.</p> <p>Suggested that this item be presented at the next meeting where it can be given more time. Agenda item will be placed on the next meeting Agenda.</p> <p>Questions Committee needs to address are:</p> <ol style="list-style-type: none"> 1. Who we are? <ul style="list-style-type: none"> • Represented body/are we large enough 2. Process <ul style="list-style-type: none"> • Report back to constituency we represent; College Council (clarify who) 3. What should we do? <ul style="list-style-type: none"> • Be able to speak on all aspects of the budget • Responsible for composing, monitor and advise planning process • Define planning process • Firming up hiring process and monitoring 	<p>Student Services</p> <p>Phyllis Lucas-Woods, Vice President of Student Services</p> <p>Patty Dilko Victoria Nunes</p> <p>Thomas Mohr, Interim President</p> <p>Patty Dilko Phyllis Lucas-Woods</p> <p>Marilyn McBride, Vice President of Instruction</p> <p>Patty Dilko, Chair</p>
<p>3) ADJOURNMENT</p>	<p>Future Agenda item – How do we develop Agenda/attach time limits.</p> <p>Meeting was adjourned at 3:30 P.M. Next meeting will be on November 30, 1:30 P.M. in 22-109</p>	<p>Patty Dilko, Chair</p>