



**MINUTES FOR THE JOINT MEETING OF THE  
BUDGET COMMITTEE & COLLEGE PLANNING COUNCIL  
Wednesday, December 7, 2011  
2:00 p.m. – Building 3, Room 142**

**Budget Committee Members Present:** David Clay, Debbie Joy, Maria Lara, Margaret Hanzimanolis, Vickie Nunes, Sarah Perkins, Robin Richards, Tristan Sheldon, Gregory Stoup, Lezlee Ware, Helia Ying

Ex Officio: James Keller – Interim President, Robert Hood

**College Planning Council Members Present:** David Clay, Rachel Corrales, Sarah Harmon, Joan Murphy, Sarah Perkins, Robin Richards, Sandra Robles, Gregory Stoup,

**CPC Members Absent:** Jonna Pounds

Guests at Joint Meeting: Lorraine Barrales-Ramirez, Leonor Cabrera, Roberta Chock, Romeo Garcia, Linda Hayes, Doug Hirzel, David Johnson, Bob Lee, Kim Lopez, Karen Olesen, Rita Sabbadini, Maggie Souza, Janet Stringer, Mike Tyler, Dave Vigo,

AGENDA ITEM	CONTENT	PRESENTER
<b>1) APPROVAL OF MINUTES</b> <ul style="list-style-type: none"> <li>• <b>Budget Committee</b></li> <li>• <b>College Planning Council</b></li> </ul>	<p>The minutes for the October 19, 2011 and November 16, 2011 meetings were approved as submitted.</p> <p>The minutes for the November 17<sup>th</sup> meeting were approved as submitted.</p>	<p>David Clay &amp; Debbie Joy, Budget Committee Co-Chairs Rachel Corrales, CPC Co-Chair</p>
<b>2) PUBLIC COMMENTS &amp; MATTERS OF PUBLIC INTEREST</b>	<p>Student Rep Tristan Sheldon noted that today will be the last ASCC meeting for the Fall semester 2011 semester.</p> <p>Our Board of Trustees will be having a meeting on January 11, 2012 to gather information on the Student Success Task Force recommendations. Contact Monica Malamud or David Clay with any input you have on the recommendations. Everyone is also encouraged to attend.</p>	<p>David Clay &amp; Debbie Joy, Budget Committee Co-Chairs Rachel Corrales, CPC Co-Chair</p>
<b>3) BUSINESS</b>		
I. 2012-2013 Budget Update	<p>Governor Brown has proposed a major tax initiative plan for 2012. We will receive more information on January 10, 2012 regarding any mid-year reductions. Our District is planning for reductions in the amount of \$6 million for 2012 that would include \$2million for Skyline and CSM and \$1 million for Cañada and the District Office.</p>	<p>James Keller, Interim President</p>
II. Process Map/Timeline - Charge to Other Committees Regarding Budget Process Timeline	<p>In evaluating our last Budget Reduction process it was found that the content and discussions were good but that the process could have been followed better if it had been articulated upfront. Cañada will need to look at reducing \$1 million from its Fund 1 budget for 2012-2013. The presentation “Cañada College Process Map for Structuring College Wide Dialogue on Budget Reduction” was given that proposed a process to use for budget reductions. The process involves the college planning bodies and framework along with the timeframe running from December 2011 through March 2012:</p> <ul style="list-style-type: none"> <li>• Step 1 (December 2011 – the President’s Office provides information to both the Budget</li> </ul>	<p>Gregory Stoup, Director of Planning, Research, and Student Success</p>

<p>III. Demonstrated Needs</p>	<p>Committee and CPC regarding the need to plan for budget reductions</p> <ul style="list-style-type: none"> <li>• Step 2 (December 2011) – CPC charges the IPC, SSPC, and APC to begin a review of evidence and report back with recommendations by April 2012. The Budget Committee houses the open forum discussions and Q&amp;A from December through April and serves as a resource to the planning process.</li> <li>• Step 3 (Jan-Mar 2012) The IPC, SSPC &amp; APC work closely with instructional and student service divisions to develop recommendations. The process is heavily informed by data &amp; evidence captured in Program Review.</li> <li>• Step 4 (Mar 2012) – After capturing feedback from the Divisions the IPC, SSPC &amp; APC meet jointly to develop a single consolidate report</li> <li>• Step 5 (late Mar 2012) The report e merging from the joint IPC, SSPC &amp; APC conversations is presented to Academic Senate &amp; Classified Senate for their endorsement</li> <li>• Step 6 (early April 2012) – Having received the endorsement of both Academic &amp; Classified Senates, the report is presented t CPC which certifies that the pro9cess was followed satisfactorily.</li> <li>• Step 7 (April 2012) The CPC presents final report to the College President</li> </ul> <p>A copy of this presentation will be available on the Budget/CPC sharepoint site in its entirety. A lengthy discussion occurred during and after this presentation on the tools needed to assist the college with our budget reductions. It was emphasized that this whole budget process must be tightly worked with administration, faculty, and classified being one effort sharing across our traditional/professional lines. In looking at reducing it’s budget by approximately \$1 million Cañada will:</p> <ul style="list-style-type: none"> <li>• Need to do a careful analysis of its total budget to include Fund 1, Fund 3 and Measure G</li> <li>• Work through our planning process</li> <li>• Look at what the basic level of service for the college would be along with staffing, functions of the college, and how students are served</li> <li>• Look at the District Structure</li> <li>• Look at Program Reviews and Instructional Programs</li> </ul> <p>In going through the budget reduction process, it was suggested that the college should look into getting more campus input by conducting college forums during the day and evening times. A sharepoint site should also be created as a place where documents and data related to the budget reductions can be posted and viewed by the Budget/CPC members and the campus community. It was also proposed that the Budget Committee and College Planning Council meet jointly during this budget reduction process using the scheduled Budget Committee day and time.</p> <p>A motion was made and seconded to approve the process presented to structure college-wide dialogue on budget reductions for our college with the amended time frame changes and noting that the Budget Committee &amp; CPC will be meeting jointly.</p> <p>All Budget Committee and College Planning Council members present agreed to the motion presented.</p> <p>Interim President Keller informed those present that his intent when initially asking for</p>	<p>James Keller, Interim</p>
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<p>IV. Educational Master Plan</p>	<p>demonstrated needs for the college was for global use. Demonstrated needs are part of the current allocation model and include one-time funds or added to the budget one time. The proposals he has received are small and specific and should go into the college process. It is possible that demonstrated needs for our college may come up while we are in the process of doing our budget reductions. Discussion followed on how demonstrated needs have been served in our district. It was proposed that we continue this discussion and invite our Board of Trustees to that meeting.</p> <p>Informed those present that the final draft of the Educational Master Plan will be going before the College Planning Council for their review and approval. The final draft of the EMP will be sent to the CPC members once the final comments have been received from the Academic Senate and Counseling Department.</p>	<p>President</p> <p>Robin Richards, Vice President of Student Services</p>
<p><b>4) DIVISION/COMMITTEE UPDATES</b></p>	<p>Academic Senate will be discussing hiring proposals from the Humanities Division and Science &amp; Technology Division at its next meeting. This is informational only.</p>	<p>Committee/Division Reps</p>
<p><b>5) NEXT STEPS</b></p>	<ul style="list-style-type: none"> <li>• Schedule College Evening Forum for January 19<sup>th</sup> at 5 p.m.</li> </ul> <p>At this time a motion was made and seconded to invite our Board of Trustees to the next joint meeting of the Budget Committee and College Planning Council on January 18<sup>th</sup>. This was not acted on as this was not an action item on the agenda. It was noted that an invitation would be extended to our Board members to a meeting where this would be discussed.</p>	<p>David Clay &amp; Debbie Joy, Budget Committee Co-Chairs Rachel Corrales, CPC Co-Chair</p>
<p><b>6) ADJOURNMENT</b></p>	<p>The meeting was adjourned at 3:50 p.m.</p>	<p>David Clay &amp; Debbie Joy, Budget Committee Co-Chairs Rachel Corrales, CPC Co-Chair</p>