



PLANNING & BUDGET MEETING MINUTES
Wednesday, May 7, 2008
1:30 to 3:30 p.m. – Building 3, Room 142

Members present: Debbie Joy – College Council Co-Chair, Maria Lara-Blanco – CSEA Rep, Phyllis Lucas-Woods – Vice President of Student Services, Monica Malamud – AFT Rep, Marilyn McBride – Vice President of Instruction, Martin Partlan – Academic Senate President,

Ex-Officio: Thomas Mohr – President, Vickie Nunes – College Business Officer, Bart Scott – College Researcher

Members absent: Blanca Castillo – Student Rep, Karina Camacho – Student Rep, Joan Murphy – Classified Senate President, Ron Trugman – College Council Co-Chair

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

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES FROM APRIL 17, 2008	The minutes were approved as amended.	Martin Partlan, Academic Senate President
2) PUBLIC COMMENTS	None	Martin Partlan, Academic Senate President
3) BUSINESS I. Honors Program	Presented and reviewed the document “Honors Scholars Prospectus” that included that we are considering the development of an Honors Program that would support the transfer goals of our high achieving students, and provide an example of academic excellence that would provide inspiration for all students to set the highest goals for themselves. The document gave an overview of the benefits of an honors program to the students and the institution, as well as the details on the costs and challenges of developing a high quality program. Program details included: <ul style="list-style-type: none"> • Mission of the Proposed Cañada College Honors Scholars Program • Target Population • Benefits to the student who participates in the program • Benefits to the College for having an Honors Scholars Program • Honors Scholar Program SLOs • Recruitment of students internally and externally • Course offerings 	Patty Dilko, District Academic Senate President

	<ul style="list-style-type: none"> • Advising the Honor students • UCLA Transfer Alliance Program • Examples of Honor Program at CSM, Skyline, and two other colleges • Examples of additional opportunities for Honors Students and Honors Faculty • Costs and benefits to the College • Next steps to success • Questions generated from Focus Groups • Members of the 2008 Honors Scholars Advisory Committee along with the role of an ongoing Honors Scholars Program Advisory Committee • Questions generated from Cañada Campus Focus Groups <p>Concern on whether the Honors Scholars Programs would be an elite program was mentioned. This concern was discussed by the Advisory Committee and addressed in the “Honors Scholars Prospectus” under “Questions Generated by Student Focus Groups.” It was also noted that the program will use a variety of course offerings. The timeline for the Honors Program includes developing the program and training faculty in the fall semester, and offer the program in the spring semester. Anticipated budget for the 2008-2009 school year is \$22,000. The Advisory Committee is also looking into possible funding from outside sources.</p> <p>A motion was made and seconded to recommend this proposal to the College Council based on the availability of funding. All members present agreed.</p>	
<p>II. Admission & Records Assistant II Position</p>	<p>A Classified Hiring Justification request was submitted for the Admissions and Records Assistant II Evening position. This is a permanent position working 53% twelve months of the year and paid from the general fund. This Admissions and Records position is needed to ensure that evening services, in-coming transcripts, and veteran services processes continue to operate smoothly and efficiently. It is a critical position for our College and has always been a fully funded position. The position is currently vacant due to a transfer of a classified member.</p> <p>A motion was made and seconded to recommend to College Council to move forward in filling the Admissions and Records Assistant II Evening position. All present agreed.</p>	<p>Ruth Miller, Assistant Registrar – Admissions & Records</p>
<p>III. Research Position</p>	<p>Presented a classification description for the Director of Planning, Research, and Student Success. This would be a new classified position requiring sufficient level of skill and formal knowledge in research and planning. This position would be responsible for planning, developing, directing, evaluating, conducting institutional research. It would also oversee and implement planning and research activities to</p>	<p>Thomas Mohr, President</p>

	<p>positively impact student outcomes, oversee and coordinate implementation of the College Strategic Plan and provide leadership in other major planning efforts. The Administrative Analyst position would be moved to the District Office. Our District would pay the salary difference between the Administrative Analyst position and the new Director of Planning, Research, and Student Success.</p> <p>Discussion on this position took place. It was recommended that we also add College teaching experience to the job description.</p>							
<p>IV. Master Plan Update</p>	<p>This agenda item was moved to another meeting.</p>							
<p>V. Budget Review 08-09</p>	<p>President Mohr informed members that he met with our District's Vice Chancellor James Keller and Chief Financial Officer Kathy Blackwood to discuss the state of next year's budget. If the District does experiences a deficit we will necessarily share in budget adjustment. The reduction of Categorical funds is anticipated to be somewhere between 3 and 10%.</p> <p>An overview of our 2009 fiscal year budget allocation at this time was given with tentative expenses for Fund 1 being:</p> <p>\$9,155,082 Position Control \$3,635,243 Hourly Salaries 588,974 Nonsalaries</p> <table data-bbox="470 954 1066 1068"> <tr> <td>Total Budget Requested is</td> <td>\$13,379,299</td> </tr> <tr> <td>Total Allocation is</td> <td>13,125.904</td> </tr> <tr> <td>Shortage</td> <td>(253.395)</td> </tr> </table> <p>It was also noted that supplies and books covered by Prop 20 are \$88,355 and are not included in the above figures.</p>	Total Budget Requested is	\$13,379,299	Total Allocation is	13,125.904	Shortage	(253.395)	<p>Vickie Nunes, College Business Officer</p>
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Total Allocation is	13,125.904							
Shortage	(253.395)							
<p>VI. SLO Budgeting</p>	<p>Reported that the SLO Advisory Committee is working with the SLO Coordinators to keep moving forward on our SLOs. We will be using a Flex Day in March 2009 for faculty to work on their SLOs. Student Services will also be planning a Retreat to work on their SLOs.</p> <p><u>SLO costs for 2007/2008 were reviewed and included:</u></p> <table data-bbox="470 1385 1199 1487"> <tr> <td>Coordination</td> <td>\$12,007.30</td> </tr> <tr> <td>Professional Development</td> <td>869.32</td> </tr> <tr> <td>Adjunct Faculty Pay (70 Adjunct participated)</td> <td>15,790.79</td> </tr> </table>	Coordination	\$12,007.30	Professional Development	869.32	Adjunct Faculty Pay (70 Adjunct participated)	15,790.79	<p>Marilyn McBride, Vice President of Instruction</p>
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<p>VII. Steps Toward Implementation of Semi-Annual Hiring Process</p>	<table border="0"> <tr> <td>Supplies</td> <td>127.00</td> </tr> <tr> <td>Duplicating</td> <td>276.00</td> </tr> <tr> <td>Food (March 28 SLO Day)</td> <td>3,054.27</td> </tr> <tr> <td>Food (March 14 Student Serv.)</td> <td><u>795.25</u></td> </tr> <tr> <td>Total</td> <td>\$32,920.82</td> </tr> <tr> <td colspan="2"><u>Projections for 2008-2009</u></td> </tr> <tr> <td>Coordination</td> <td>\$24,000</td> </tr> <tr> <td>Adjunct Faculty Pay</td> <td>10,500 (50 faculty at 4 hours/person)</td> </tr> <tr> <td>Food for Flex Days</td> <td>6,000</td> </tr> <tr> <td>Professional Development</td> <td><u>2,000</u></td> </tr> <tr> <td>Projected Total</td> <td>\$42,500</td> </tr> </table> <p>Presented and reviewed a “Proposed Modification to the Faculty Hiring Prioritization Process.” This would be used in the event if a faculty vacancy occurs before February 1st and if decided that funding is available, the process would contain a second round of prioritization. This also included a timeline with potential dates for the faculty hiring prioritization process in the Spring semester. Suggested revisions to the document were discussed.</p>	Supplies	127.00	Duplicating	276.00	Food (March 28 SLO Day)	3,054.27	Food (March 14 Student Serv.)	<u>795.25</u>	Total	\$32,920.82	<u>Projections for 2008-2009</u>		Coordination	\$24,000	Adjunct Faculty Pay	10,500 (50 faculty at 4 hours/person)	Food for Flex Days	6,000	Professional Development	<u>2,000</u>	Projected Total	\$42,500	<p>Martin Partlan, Planning & Budget Co-Chair</p>
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<p>4) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:30 p.m.</p>	<p>Martin Partlan, Planning & Budget Co-Chair</p>																						