

**Cañada College Planning & Budget Meeting Minutes**  
**Wednesday, May 17, 2006 - 1:30 to 3:30 P.M.**  
**Building 22, Room 109**

**Present:**

Michael Blackey, ASCC Rep  
 Margie Carrington, Co-Chair – College Council  
 Patty Dilko, Chair & Academic Senate President  
 Phyllis Lucas-Woods, Vice President of Student Services  
 Monica Malamud, College Council Chair  
 Thomas Mohr, Interim President  
 Marilyn McBride, Vice President of Instruction  
 Vickie Nunes, College Business Officer  
 Paul Roscelli, Faculty Rep  
 Soraya Sohrabi, CSEA Rep  
 Terry Watson, Classified Senate President  
 Guest: Maggie Souza

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES 5/3/06	The minutes were approved as amended	Paul Roscelli Monica Malamud
2) BUSINESS		
I) Fiscal Summary of Program Review	Presented and reviewed the document “Program Review 2005-2006 Budget Requests” giving the projected equipment needs, costs, faculty requests, and staffing requests for Fashion Design, Business Transfer Program, Spanish, Anthropology, Astronomy, Chemistry, Engineering, Geography, and Physics. Note that these projections are over a six-year period. Looking at the possibility of being able to use Bond dollars for Science Lab updating and upgrading.	Marilyn McBride, Vice President of Instruction
II) Update on the Full-Time Faculty Hiring Prioritization Process	Presented and reviewed a working draft document “Rubric for Use in Developing Proposals and Evaluating Them at the Department and Division Level” devised by Academic Senate that would serve as a guide in requesting fulltime faculty hiring. The purpose for this document is to establish the College’s expectations for faculty hiring in advance.	Patty Dilko, Chair
III) Budget Update	Reported that we have a loaded balance budget for 06/07. Reviewed Position Control, reported that funds have been put aside for 1310 salaries based on FTES goals, and Counseling. Administrators have gone through their budgets past and present identifying their Division needs and where funds were spent.	Vicky Nunes, College Business Officer

<p>IV) Re-Cap of the Year at Planning &amp; Budget</p>	<p>A future agenda item to be discussed by this Committee is Bad Student Debts. Our District reports that \$50 to \$60 thousand has accumulated in bad debt and has advised the Colleges that they are each responsible in collecting their own past due fees. There is no District-wide policy for this now.</p> <p>Items accomplished this year:</p> <ul style="list-style-type: none"> <li>• Positions filled: Dean of Humanities, Dean of University Center &amp; Academic Support Services, Payroll Clerk, Accounting Technician, Division Assistant, and A &amp; R Program Services Coordinator.</li> <li>• Made three faculty recommendations</li> <li>• Reviewed Classified Hiring Process and Administrative Hiring Process</li> <li>• Reviewed, discussed, and analyzed Strategic Planning Recommendations along with College's progress to College Council with progress report</li> <li>• Budget Allocation Model</li> <li>• Developed Planning &amp; Budget Constitution</li> </ul>	<p>Patty Dilko, Chair Members</p>
<p>3) ADJOURNAMENT</p>	<p>Meeting adjourned at 3:25 P.M.</p>	<p>Patty Dilko, Chair</p>