



PLANNING & BUDGET MEETING MINUTES  
 Wednesday, September 3, 2008  
 Building 2, Room 10 – 1:30 to 3:30 P.M.

**Members Present:** Debbie Joy – College Council Co-Chair, Maria Lara-Blanco – CSEA Rep, Phyllis Lucas-Woods – Vice President of Student Services, Joan Murphy – Classified Senate Rep, Martin Partlan – Academic Senate President, Katherine Schertle – AFT Rep, Ron Trugman – College Council Co-Chair,

**Ex-Officio:** Thomas Mohr – President, Vickie Nunes – College Business Officer, Gregory Stoup – College Researcher

**Guests:** Eliazar Ayala-Austin, Aja Butler, Patty Dilko, Robert Hood, Monica Malamud, Rita Sabbadini, Bart Scott, Janet Stringer, Katie Townsend-Merino, Terry Watson,

AGENDA	CONTENT	PRESENTER
1) APPROVAL OF MINUTES OF 9/3/08	The minutes were approved as submitted with one abstention.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
2) PUBLIC COMMENTS	None	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
3) BUSINESS I. Overview of Planning & Budget  II. Understanding of Planning Diagram & Shared Governance  III. Educational Master	<p>The document “Planning the Budget Philosophy and Constitution “ was handed out and reviewed. Discussed with members the purpose of the Planning &amp; Budget Committee which is to advise the College Council on planning and budgetary issues.</p> <p>The College Strategic Plan chart was reviewed and discussed. The chart gives a basic picture on planning for our College. It is being introduced to the Shared Governance bodies on our campus. It is also being incorporated into our Educational Master Plan.</p> <p>The Planning Structure Implementation Entity chart was also reviewed and discussed. This chart also needs to be reviewed and discussed with the College Senate groups. The chart shows two new proposed bodies – Instructional Program Planning Council and Student Services Planning Council. The composition of these two councils has not been formed. It was noted that this is a draft. There is no order to the boxes on the chart and that they represent a flow of information. Both charts will be presented at an Academic Senate Study Session for review and discussion on what the planning cycle means and how engaged in Shared Governance.</p> <p>A draft of our Educational Master Plan was handed out and reviewed. This</p>	<p>Joan Murphy &amp; Martin Partlan, Planning &amp; Budget Co-Chairs</p> <p>Joan Murphy &amp; Martin Partlan, Planning &amp; Budget Co-Chairs</p> <p>Thomas Mohr, President</p>

<p>Plan</p>	<p>document has been posted to our website for the College Community to review and comment. It is representative of our Strategic Plan and also ties into our District's Strategic Plan. The document is one of our responses to the ACCJC recommendations from our Accreditation visit. It was pointed out that this is not the same document received from the MAAS Companies, Inc. and has been completely rewritten by the Educational Master Plan Steering Committee with the assistance of our Vice Chancellor Jing Luan. President Mohr, Patty Dilko, Joan Murphy, Martin Partlan, Rita Sabbadini, and Katie Townsend-Merino will share with our Board of Trustees highlights of our Educational Master Plan at the Board Study Session on September 10<sup>th</sup> along with our report to ACCJC.</p>													
<p>IV. Budget Update</p>	<p>A State budget has not yet been approved. No mid-year cuts have been anticipated. Our final allocation for this fiscal year is \$13,067.570.</p> <p>A review of tentative costs was given that included:</p> <table border="0"> <tr> <td>Allocation for 2008/2009</td> <td style="text-align: right;">\$ 13,067.570.00</td> </tr> <tr> <td>Position Control</td> <td style="text-align: right;">9,253,257.74</td> </tr> <tr> <td>Hourly Salaries</td> <td style="text-align: right;">3,776,441.00</td> </tr> <tr> <td>Non-salaries</td> <td style="text-align: right;"><u>618.264.13</u></td> </tr> <tr> <td>Total Expense</td> <td style="text-align: right;">\$ <u>13,647,972.87</u></td> </tr> <tr> <td>Shortfall</td> <td style="text-align: right;">(580,402.87)</td> </tr> </table> <p>Has been able to cover the deficit amount with some one time funds that include Prop 20 funds, Enrollment Growth, Salary Savings, one time EMBA fund, Verizon account, and Nursing contract. It was noted that we have spent approximately \$196,000 on Accreditation matters.</p>	Allocation for 2008/2009	\$ 13,067.570.00	Position Control	9,253,257.74	Hourly Salaries	3,776,441.00	Non-salaries	<u>618.264.13</u>	Total Expense	\$ <u>13,647,972.87</u>	Shortfall	(580,402.87)	<p>Vickie Nunes, College Business Officer</p>
Allocation for 2008/2009	\$ 13,067.570.00													
Position Control	9,253,257.74													
Hourly Salaries	3,776,441.00													
Non-salaries	<u>618.264.13</u>													
Total Expense	\$ <u>13,647,972.87</u>													
Shortfall	(580,402.87)													
<p>V. Basic Skills</p>	<p>Dean Katie Townsend-Merino gave a brief update on how the Basic Skills Committee was progressing.</p> <p>Vickie Nunes gave a budget update on the Basic Skills program going through the allocated funds received and expenses for 2007, 2008, and 2009.</p> <table border="0"> <tr> <td>Balance from 2007 allocation</td> <td style="text-align: right;">\$ 96,580.55</td> </tr> <tr> <td>Balance from 2008 allocation</td> <td style="text-align: right;">168,441.00</td> </tr> <tr> <td>New allocation for 2009</td> <td style="text-align: right;"><u>163,676.00</u></td> </tr> <tr> <td>Balance</td> <td style="text-align: right;">428,697.55</td> </tr> </table>	Balance from 2007 allocation	\$ 96,580.55	Balance from 2008 allocation	168,441.00	New allocation for 2009	<u>163,676.00</u>	Balance	428,697.55	<p>Salumieh Eslamieh, Basic Skills Coordinator &amp; Vickie Nunes, College Business Officer</p>				
Balance from 2007 allocation	\$ 96,580.55													
Balance from 2008 allocation	168,441.00													
New allocation for 2009	<u>163,676.00</u>													
Balance	428,697.55													
<p>VI. Enrollment Update</p>	<p>Reported for Fall 2008 that enrollment is up 2.4% with headcount up by 4.3% FTES has increased by 4.9%. It was noted that CBET and Concurrent Enrollment is not included in these figures. WSCH is 4.9%</p>	<p>Thomas Mohr, President</p>												
<p>4) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:00 p.m.</p>	<p>Joan Murphy &amp; Martin Partlan, Planning &amp; Budget Co-Chairs</p>												