



Planning & Budget Meeting Minutes
Wednesday, September 5, 2007
1:30 to 3:30 p.m. – Building 8, Lower Level

Members present: Linda Haley, Phyllis Lucas-Woods, Monica Malamud, Marilyn McBride, Joan Murphy, Martin Partlan, Terry Watson

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

Members Absent: Karina Camacho, Maria Lara

Guests: Linda Hayes, Debbie Joy, Maggie Souza

AGENDA ITEM	CONTENT	PRESENTER										
1) APPROVAL OF MINUTES OF 5/2/07	The minutes were approved as submitted.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs										
2) PUBLIC COMMENTS	None											
3) REVIEW ROLE & PURPOSE OF PLANNING & BUDGET	<p>Discussion included:</p> <ul style="list-style-type: none"> • Committee that will lead the planning process of the College and understand the implications our recommendations make, not just limited to planning but also fiscal matters as complete as we can out of the area of experts. • Develop a more transparent process in planning and in how our funds are used • Planning & Budget Committee make recommendations to the College Council and to the College President. 	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs										
4) REVIEW OF BUSINESS I. Review of: <ul style="list-style-type: none"> • General Fund 	<p>Reviewed the General Fund budget figures since May 2007. At that time our College's total budget requests for the 2008 fiscal year totaled to \$12,329,476. Our total allocation was \$11,747,740 leaving a shortfall of \$581,736.</p> <p>During the summer months, a review of the budget was done by the Budget Office and Administrators. In going through all accounts areas were found where budgets could be decreased and adjustments were made. As of August 16, 2007 our budget is as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Budget Allocation</td> <td style="text-align: right;">\$12,113,309</td> </tr> <tr> <td>Position Control Salaries</td> <td style="text-align: right;">\$8,928,975</td> </tr> <tr> <td>Hourly Salaries</td> <td style="text-align: right;">\$2,901,281</td> </tr> <tr> <td>Non-salaries</td> <td style="text-align: right;"><u>\$ 629,668</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$12,459,924</td> </tr> </table> <p>Leaving a shortfall of \$346,615 for this fiscal year.</p>	Budget Allocation	\$12,113,309	Position Control Salaries	\$8,928,975	Hourly Salaries	\$2,901,281	Non-salaries	<u>\$ 629,668</u>		\$12,459,924	Vickie Nunes, College Business Officer
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<ul style="list-style-type: none"> Growth Fund Expenditures 	<p>However, we have a carryover for fiscal year 06/07 in the amount of \$415,548. and Facility Rental Income of <u>\$100,000.</u> For a Total Carryover of \$515,548.</p> <p>Reviewed the Growth Fund account that included:</p> <p><u>Year 2006</u></p> <table border="0"> <tr> <td>Budget Allocation for 2006</td> <td>\$250,000.00</td> </tr> <tr> <td>2006 Expenses</td> <td><u>160,567.34</u></td> </tr> <tr> <td>Balance</td> <td>\$ 89,432.66</td> </tr> </table> <p><u>Year 2007</u></p> <table border="0"> <tr> <td>Budget Allocation for 2007</td> <td>\$165,000.00</td> </tr> <tr> <td>Carryover from 2006</td> <td><u>89,432.66</u></td> </tr> <tr> <td>Beginning Balance</td> <td>\$254,432.66</td> </tr> <tr> <td>Budget Changes</td> <td><u>64,025.64</u></td> </tr> <tr> <td>Total Budget</td> <td>\$318,458.30</td> </tr> </table> <p>2007 Expenditures \$152,697.46</p> <p><u>Balance to date \$165,760.84</u></p>	Budget Allocation for 2006	\$250,000.00	2006 Expenses	<u>160,567.34</u>	Balance	\$ 89,432.66	Budget Allocation for 2007	\$165,000.00	Carryover from 2006	<u>89,432.66</u>	Beginning Balance	\$254,432.66	Budget Changes	<u>64,025.64</u>	Total Budget	\$318,458.30	<p>Vickie Nunes, College Business Officer</p>
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<ul style="list-style-type: none"> Facilities Rental Review 	<p>Facility rental income was reported in the General Fund review. It was also agreed that the rental income needs to be set aside and kept separate for the upkeep on rental facilities.</p>	<p>Vickie Nunes, College Business Officer</p>																
<ul style="list-style-type: none"> Basic Skills Dollars & Expenditures 	<p>Reviewed the Basic Skills fund for 2006-2007. A carryover of \$56,828.57 remains. Our District received an additional allocation of \$565,683 in June 2007 to be distributed 50% Basic Skills FTES and 50% P-A FTES. Based on this, we are anticipating an allocation for our College of \$170,939. Our allocation from the State for Basic Skills dollars is based on Basic Skills generated FTES.</p>	<p>Vickie Nunes, College Business Officer</p>																
<p>II. Basic Skills Task Force</p>	<p>Reported that the Basic Skills Task Force had their first meeting yesterday. Approximately 25 attended the meeting. Looking at the committee membership of 15 to 20 members, broken up into groups to work on the four basic areas. The Task Force will meet on the first and third Tuesdays of the month from 2:00 to 4:00 p.m.</p> <p>The purpose of this Task Force is to engage the College in conversation on how to effectively address the skills of students. The goal is to build a plan for the college with the majority of work to be done this academic semester. Three major components in identifying effective practices in basic skills programs are review of literature related to basic skills practices, review of data that will allow us to reflect on how our current practices fit from the findings, and to identify what we are doing – what will work – what new strategies we might want to</p>	<p>Marilyn McBride, Vice President of Instruction</p>																

<p>III. Summer Session Actions – Review of Personnel Changes</p>	<p>engage in with our students?</p> <p>Reviewed the faculty and staff hiring for Fall Semester. Informed members that after meeting with the Shared Governance groups on campus, the President decided to move Anthropology from the Science & Technology Division to the Humanities Division. It was also reported that during the summer Kim Autrey resigned her position in the Biology Stock Room for a position at another College. This full-time position in the Biology Stock Room has been filled with the new person beginning next Monday.</p>	<p>Thomas Mohr, President</p>
<p>IV. Review Strategic Plan & Report from Administrators</p>	<p>Reported at their Administrators Retreat this past July that the Administrators reviewed the Strategic Planning Document identifying actions for this year to be done. The question arose on how to address the rest of the document? It was suggested that the Planning & Budget Co-Chairs go through the document and make the necessary changes to clean it up.</p>	<p>Thomas Mohr, President</p>
<p>V. Report of Enrollment Statistics & Concurrent Enrollment</p>	<p>Enrollment is up all over our District. Handed out and reviewed the Enrollment Report which compared figures from Fall 2006 and Fall 2007. At this time, 10 days into the instructional semester:</p> <ul style="list-style-type: none"> • in FTES we are 4.6% ahead from last year • In enrollment, we are 3.7% ahead from last year • Headcount 5.1% ahead from last year • Discipline FTES is up from last year <p>It should be noted that our Fall Semester began a week later this year from last year. We also went into the Hispanic community and churches handing out fliers listing classes at Cañada. Robert Hood, our Director of Marketing is working on marketing pieces for our College highlighting different parts of the campus.</p>	<p>Marilyn McBride, Vice President of Instruction</p>
<p>5) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:40 p.m.</p>	