



**Planning & Budget Meeting Minutes
November 1, 2006
Building 22, Room 114**

Members present: Margie Carrington, Kevin Chappell, Patty Dilko, Maria Lara, Phyllis Lucas-Woods, Monica Malamud, Martin Partlin, Terry Watson

Ex-Officio: Thomas Mohr – Interim President, Vickie Nunes – Ex Officio, Bart Scott – Ex Officio

Absent: Marilyn McBride

Guests: Jeanne Gross, Linda Hayes, Robert Hood, Paul Roscelli

AGENDA ITEMS	CONTENT	PRESENTER
1) APPROVAL OF MINUTES 9/20/06	Motion made and seconded to approve minutes as submitted. Concensus by members.	Monica Malamud Maria Lara
2) PUBLIC COMMENTS	Faculty looking at “hours by arrangement” pertaining to our efficiency – smaller classes being less efficient.	Martin Partlan
2) BUSINESS I. New Classified Position – Fund Development	This agenda item was changed to informational. Handed out and reviewed a Classified Hiring/Position Justification for a Fund Developer and Business Liaison. Explained that our College has no consistent, focused means of raising funds to relieve a plethora of needs which we are facing daily. Without a determined effort in fundraising we are not able to take advantage of the untapped wealth in our County. The necessary infrastructure for this position is already in place for charitable gifts through the SMCCC Foundation. With the assistance of this position it is also expected that the necessary research and writing will be accomplished for application to a number of foundations which provide Student Services grants. The history of fund development position in the District indicates clearly that within a period of months the position will acquire necessary revenues to pay for its cost. There is a clear imperative for developing and strengthening communications channels and systems of planning with the business community which provide vision and structure for new workforce development programs. We need to reach out systematically to as many business entities as possible to sustain the contact and establish relationship between Deans, Faculty, and business leaders. Developing new programs is	Thomas Mohr, Interim President

	<p>contingent upon systematic communication, networking, and close understanding, of how the dynamism of the economy of the county affects the training needs of both the major economic engines and their associated industries but also the numerous, smaller business entities.</p> <p>Interim President Mohr went on to say that our College’s attempts in fund development and business connections have only scratched the surface and need to be done in a more systematic straight forward way. He will be making an appointment to meet with Vice Chancellor of Human Resources Harry Joel to discuss this position. Discussion took place among members. Interim President Mohr will gather more information on this position and report back to the Planning and Budget Committee.</p>	
<p>II. Budget Update</p>	<p>Reviewed present unfunded ongoing requests from our ending balance and special allocations for restricted funds.</p> <ul style="list-style-type: none"> • Ending Balance at the end of the 05/06 fiscal year: \$717,000. <p>Funded requests for this fiscal year total <u>\$257,545.90</u> leaving a balance of \$459,454.10.</p> <p>Interim President Mohr went on further to say that the funded requests are necessary annual expenses that need to be built into our budget. They are not included in the budget as they would be in excess of the base allocation and we would be unable to balance.</p> <ul style="list-style-type: none"> • Special allocations for restricted funds include: \$152,512 for one-time Instructional Equipment \$40,881 for on-going Instructional Equipment \$114,275 for Basic Skills \$129,184 for Career Tech Funds 	<p>Vickie Nunes, College Business Officer</p>
<p>III. University Center Update</p>	<p>Distributed and reviewed “Status Report on the Cañada College University Center – Summer 2006” which included:</p> <ul style="list-style-type: none"> • Mission of University Center • History • Budget Information – Legislative Grant & Position Control • Data Collection for Tracing University Center Performance and Outcomes – Academic 	<p>Jeanne Gross, Dean University Center & Academic Support Services</p>

<p>IV. Mission/Vision Values Discussion</p>	<p>programs offered; courses offered; program enrollments to date; impact of University Center on Cañada College enrollments to include enrollment trends in subjects related to University Center transfer, nursing prerequisites, and accelerated degree program; and additional information to gather</p> <ul style="list-style-type: none"> • Program Implementation • Self Assessment <p>The Division Reps for Strategic Planning joined this portion of the meeting. Those present were:</p> <ul style="list-style-type: none"> • Business & Workforce Division – Dick Claire & Val Goines • Counseling Department – Karen Olesen & Soraya Sohrabi • Humanities Division – Denise Erickson • Science & Technology – Jenny Fichmann & Pam Jones • Student Services – Lesli Sachs <p>Interim President Mohr informed members that he had another commitment and asked Planning & Budget Co-Chairs Margie Carrington and Patty Dilko to run the Mission/Vision/Values discussion.</p> <p>The Mission/Vision/Values document forwarded by Rick Voorhees was handed out and discussed. After a lengthy discussion it was suggested that:</p> <ul style="list-style-type: none"> • Jeanne Gross put the Accreditation Standard I questions on the Strategic Planning message board for everyone to view and work with. • May find RadTech mission statement helpful (reviewed & revised 2 years ago) – RadTech link on Inside Cañada • Encouraged to post questions on the Strategic Planning website message board. 	<p>Interim President Thomas Mohr</p> <p>Margie Carrington, Patty Dilko, Planning & Budget Co-Chairs</p>
<p>3) ADJOURNMENT</p>	<p>3:30 p.m.</p>	<p>Margie Carrington/Patty Dilko, Co-Chairs</p>