1. **CALL TO ORDER**
Mr. Farmer called the meeting to order at 2:03 pm.

2. **APPROVAL OF MINUTES** - March 20, 2007
It was moved by Ms. Nolan that the minutes of March 20, 2007 be approved as presented. Dr. Smith seconded the motion. Ms. Laughon and Ms. Thomas abstained. The motion passed.

3. **REVIEW OF THE COLLEGE-WIDE PRIORITIZED CAPITAL OUTLAY LIST**
Ms. Higdon began the discussion by providing the committee a brief description of the Capital Outlay Request Summary 2006/07 hand-out. This summary detailed the amount and source of each area’s capital outlay funded request. In addition, this sheet reflected the capital outlay requests that are not yet funded for the 2006/07 fiscal year. She added that for this current year 2006/07, additional funds were available because of various reasons, i.e., 1) the District incurred cost savings with the bidding of the smart classrooms; 2) some capital outlay items were funded by categorical funds; and 3) Fiscal Services did a sweep of old balances in other capital accounts. Mr. Farmer added that in addition to the above reasons, the College also received from the State one-time instructional equipment funds. These funds were available because many colleges did not meet their enrollment targets last year. This allowed the College more potential sources of funding for some of the capital items.
Ms. Higdon noted that all the other funding sources being used to fund the 2006/07 capital outlay purchases could only be expended for capital expenditures.

Ms. Higdon led the committee members in the review of the Capital Outlay Request Summary for 2006/07.

The following were comments:

- Phase II Staff Computer Replacement Plan is being funded for one-year only.
- Classroom Furniture – it was noted that a number of requests for classroom furniture were from Academic Affairs. These Classroom Furniture requests allow the Purchasing Department to replace deteriorated classroom furniture. It is estimated that 10-12 classrooms can be served by this approved request.
- Flat panels for the One-Stop Area – This request will fund three (3) large flat panel monitors in the one-stop area. These flat panels will inform students of the services that are offered through Student Services, along with allowing the students to view low enrollment classes.
- It was explained that the split-power lighting request from Humanities/Social Sciences does not qualify as a capital outlay item because it is mostly labor related. This item may become part of that building’s renovation project.
- A small pool of funds has been set aside to cover those requests that involve security. Before additional security items are purchased, the College wants to look at security in a more global way. It was noted that a number of computer labs do not have security devices. This began a discussion of computer lock-down devices for both computer labs and staff computers. Mr. Nance noted from a historical perspective that when computers were ordered in years past, lock-down devices were ordered at the same time. The understanding was that when the computers were installed, facilities could then install the cabling along with the lock-down devices shortly thereafter. Ms. Higdon suggested that if there are any computer labs that do not have computer locking devices, the appropriate Deans should contact both Mr. Riffle and Ms. Krichmar, so that they may meet and resolve the issue.

Ms. Higdon completed the review of the capital outlay request summary and the committee had no further questions, and by consensus approved the list.

A brief discussion ensued regarding the timing of the ordering of the capital outlay items. Ms. Higdon indicated those items being funded through any fund that has to be expended prior to June 30, 2007, would take first priority. She requested that Fiscal Services work quickly to set up accounts. She requested that the managers work directly with Jenney Ho in Purchasing to ensure a smooth purchasing process of the capital outlay items.

4. ITEMS FROM THE FLOOR
There were no items presented.
   The next meeting is scheduled for May 3, 2007. It was noted that the second Planning and Budget Committee meeting was to be held on May 17, 2007. At this time, Ms. Higdon does not have the exact date when the May Revise will be available, so she requested that the committee members hold both May 17 and May 24, 2007 as future meeting dates.

6. **ADJOURNMENT**
   The meeting was adjourned at 2:57 p.m.