1. **CALL TO ORDER**
   Dr. Vela called the meeting to order at 2:10 pm.

2. **APPROVAL OF MINUTES** - October 5, 2006
   It was moved by Mr. Fujimoto that the minutes of November 2, 2006 be approved as presented. Mr. Henry seconded the motion. Mr. Cameron, Mr. Farmer, Dr. Johnson, Mr. Livingston, Ms. Senf abstained.

3. **SECOND READING OF DRAFT BUDGET CALENDAR**
   Ms. Rizkallah presented Draft #2 of the 2007/08 Budget Development calendar. The one change to the calendar is the “Revisions to Unit Budget Discretionary Funds for 2007/08 Tentative Budget” - due date of March 16, 2007. This allows time for the division deans/managers to review their budgets, make changes, and return them to Fiscal Services. Mr. Farmer requested a copy of the staffing verifications once they have been completed by the appropriate manager. Ms. Rizkallah indicated that once all staffing verifications have been received, Fiscal Services will make a copy of the verifications for each Vice President. Dr. Vela asked for a motion to adopt the 2007/08 Budget Development Calendar. Mr. Farmer moved/Ms. Nolan seconded. The motion passed unanimously.
4. **UPDATE ON FULL-TIME FACULTY POSITIONS**
Dr. Vela noted that information regarding the update on full-time faculty positions was not available at this time.

5. **MINIMUM WAGE CHANGE - IMPACT ON BUDGET**
Ms. Higdon reported that the minimum wage will be increased on January 1, 2007 from $6.75 to $7.50. She noted that the 2007 minimum wage increase will have a minimal impact on the College budget because most College hourly employees are paid at/or above the minimum wage. The next minimum wage increase goes into effect January 1, 2008. Budget projections for the 2008 minimum wage increase have not been completed. Ms. Higdon will provide the committee the 2008 minimum wage projection information once it is available.

Mr. Nance inquired regarding the effect on departmental budgets and the increase in minimum wage. Ms. Higdon responded that the budget analysis for the 2007 period indicates that the increase will not have a large impact on the budget. If this minimum wage increase does have a huge impact in a department’s budget, call Ms. Higdon directly.

Dr. Vela added that the College needs to review the entire budget. College budgets are a balancing act. With the 2008 minimum wage increase, along with the results of the comp and class study, the College has to determine where the monetary resources will come from, especially if there is no increase in enrollment. Ms. Higdon and her staff will do some budget analysis and bring that data forward for the committee to review.

6. **PROGRAM REVIEW & BUDGET DEVELOPMENT**
Dr. Reece provided the committee with a Faculty Senate memo dated December 5, 2006, which outlined the Faculty Senate’s plan regarding program review and budget development. Dr. Reece briefly reviewed the background of the plan and noted that the Faculty Senate recently approved a motion which establishes the program review chair (or designee) as one of the faculty representatives on the Planning and Budget Committee. He stated that this is not a request to add additional representatives to the Planning and Budget Committee, but would take effect with the next faculty opening on the committee.

A lively discussion ensued and the following are committee member comments regarding the Faculty Senate’s plan:

- The program review and budget development process needs to include a way in which externally reviewed and accredited programs have an opportunity to feed in.
- The planning and resource allocation processes need to be implemented and clear about how program review links into the Planning and Budget processes.
- A request was made to have Research and Planning integrate this program review/budget development discussion into a process proposal to further review and refine.
A request was also made to develop a template for program review processes. The template should be similar for all instructional programs. For areas such as Student Services and Business Services, some common data elements should be used.

It was noted that the summary report needs to include common threads on campus that have budgetary implications, not just key requests from departments.

It was suggested that the College have a dedicated amount of money, depending on funds, to assist in the funding of recommendations resulting from the program review process.

It was also suggested that the College develop not only a comprehensive planning process but a comprehensive evaluation process as well.

A request was made that WSCH information be included in the program review reports.

After this discussion, Dr. Vela suggested that the Planning and Budget Committee momentarily set the Faculty Senate plan aside, to allow the committee to meet a couple more times to focus on all the linkages. She added that she is delighted that Faculty Senate is interested in the linkage process, and it is important that we as a College move towards improvement of program review, planning and resource allocation processes.

Dr. Reece called for an official statement of the Planning and Budget Committee regarding a program review designee being on the Planning and Budget Committee. The official statement of the Planning and Budget committee reads: The Planning and Budget Committee affirms the Faculty Senate’s interest in having one of their seven designees to the Planning and Budget Committee be the program review chair and acknowledges that it is their authority to designate representatives. The official statement passed unanimously.

In closing, Dr. Vela thanked the committee for the rich discussion regarding the program review and budget development process. It was noted that the next couple of Planning and Budget Committees meetings will look further into the planning process and Dr. Durdella will provide a draft of the planning process to the committee for consideration.

7. **ITEMS FROM THE FLOOR**
   No items were presented.

8. **NEXT MEETING - JANUARY 18, 2007**
   The next meeting will be January 18, 2007

9. **ADJOURNMENT**
   The meeting adjourned at 3:45 pm.