PLANNING AND BUDGET COMMITTEE
MINUTES
NOVEMBER 15, 2007

PRESENT: Dr. Noelia Vela
          Jo Ann Higdon
          William Farmer
          Dr. Stephen Johnson
          Renee De Long Chomiak
          Lee Krichmar
          Jenine Nolan
          Dr. Dan Smith
          Dr. Bryan Reece
          Wes Nance
          Lynn Serwin
          Solomon Namala
          Jeanine Prindle
          Anita Rios
          Lynn Laughon
          Irlanda Lopez
          Schellary Thomas

ABSENT: Dr. Nathan Durdella
        Rich Cameron
        Fred Henry
        ASCC Student

GUEST(S): Arcely Donnel
          Fran de France
          Suzie Payne
          Lola Rizkallah
          Kim Westby

1. **CALL TO ORDER**
Dr. Vela called the meeting to order at 2:06 p.m.

2. **APPROVAL OF MINUTES** - November 1, 2007
It was moved by Ms. Krichmar that the minutes of November 1, 2007 be approved as presented. Dr. Smith seconded the motion. The motion passed.

3. **BUDGET DEVELOPMENT CALENDAR 2008/09 – DRAFT #1**
Ms. Higdon presented Draft #1 of the 2008/09 Budget Development Calendar. She noted that the difference from last year’s calendar to this year’s was the merging of the planning and budget process.

The following comments/questions were asked:

Ms. Nolan requested clarification regarding February 13 – “Executive Council prioritizes college-wide resource needs.” She inquired if this included not only capital outlay, but requests for personnel, facilities augmentations, etc. Ms. Higdon responded in the affirmative that college-wide resource needs included all unit plan requests.

Ms. Nolan asked that the following dates have additional notations to provide more clarification with regard to what is being requested. After committee discussion the following additions will be made to the 2008/09 Planning and Budget Development Calendar:
December 14 (Footnote e): “By this date managers will have met with unit representatives to prioritize resource needs.”

January 31 (Footnote f): “By this date Area Vice Presidents will have met with division managers to prioritize resource needs.”

Ms. Serwin inquired if any of the Planning and Budget information is shared with the campus at large. Ms. Higdon replied that historically information has been given to this committee with the intent of committee members sharing the information with their constituency groups. Ms. Serwin indicated that although that may be the intent, it was realized recently in the Program Review Committee that the members who sit on the Planning and Budget Committee are not necessarily reporting what is happening on the Planning and Budget Committee back to their constituents.

Dr. Vela noted that Ms. Serwin had a good point, and that her statement unfortunately may hold true for other shared governance committees. She indicated that it is the responsibility of each representative to share the information that is being provided in the shared governance committees. Dr. Vela noted the only caution about simultaneously sharing information with the campus community before presenting it to the Planning and Budget Committee is that there could be a change. Ms. Serwin agreed that any communication would have to happen after the information is approved by the Planning and Budget Committee. And she also agreed that she thinks it is the responsibility of the people in shared governance to relay the information back to the constituency groups. Dr. Vela agreed that her point was well taken in terms of communication and she thinks that can happen in various ways. Once the Planning and Budget Committee has reviewed and approved the recommendations in a prioritized fashion, the information can be given to committee members for them to share with their constituency groups. In addition a link on the Planning and Budget website could be provided for the entire campus community to review. Ms. Serwin responded that that would satisfy everyone in Program Review.

Ms. Lopez inquired about what a staffing verification was? Ms. Higdon responded that a staffing verification was a listing of all existing staff. This information is provided from the Business Office to cost center managers for their review. This verification does include vacancies.

Dr. Smith noted that in the past managers have had flexibility with the adult hourly accounts in the 2xxx account lines. He asked with regard to the March 13th deadline date for revisions to Unit Budget Discretionary Funds for the 2008/09 Tentative Budget, does this mean that managers will no longer have any flexibility with the adult hourly accounts. Ms. Higdon replied that she believes that has been the case for the last couple of years. Ms. Nolan added that although it has been in place historically, this situation is brought up every year as being an important need, and managers will continue to bring this need forward for discussion. Ms. Higdon noted that in the case of an emergency personnel need, an e-mail to her would be accepted and be treated as an exception rather than a given. Ms. Rizkallah added that in cases where there is a need for monies in an account, a budget transfer is completed. By completing a
budget transfer, this allows movement of funds without it affecting the permanent budget. Dr. Vela added that there is also the importance of trying to keep the integrity of your budget. With budget transfers there is a history that is kept with the movement of funds. She indicated that in the future, this College would probably have to do an in-depth analysis of the budget. There have been shifts of enrollments over the years from division to division and needs change. If the resources are to follow the needs, it is wise to do an in-depth analysis.

Ms. Higdon closed the conversation by requesting that with the two (2) added notations, that the 2008/09 Planning and Budget Development Calendar be approved. Mr. Farmer moved that the 2008/09 Budget Development Calendar be approved as amended. Dr. Smith seconded. M/S/P. The motion passed unanimously.

4. **STATE BUDGET UPDATE**
Ms. Higdon reviewed with the committee an e-mail from Erik Skinner at the Chancellor’s Office. This e-mail touched upon the highlights of the Legislative Analyst’s Office California Fiscal Outlook: LAO Projections 2007-08 through 2012-13. In Mr. Skinner’s e-mail he cautioned that it is still very early in the budget process so the information presented was a projection, not a guarantee. Ms. Higdon reviewed each bullet point for each fiscal year through 2012-2013. She echoed Mr. Skinner’s remarks reminding the committee that it is very early in the budget process. Dr. Vela indicated that she wanted to inform the committee of the bigger state picture and keeping them as informed as possible. She reminded the committee that it is prudent to have a reserve; it has served the College well especially during years when there was a delay in the adoption of the state budget.

5. **ITEMS FROM THE FLOOR**
Dr. Reece asked how the College is doing on FTES and growth. Mr. Farmer replied that tentatively, it appears that the College is up slightly over last year (2006/07). He reminded the committee that the College is trying to restore the 450 FTES that we were down last year (2006/07) from the prior year (2005/06). If the College hasn't made the FTES up at the end of those three (3) years (2006 – 2009), then our base is readjusted downward. Additionally, the College would have to sustain an increase in spring 2008 and summer 2008, and continue to sustain it next year (2008/09) as well. He will have more concrete information after January 15, 2008. It was suggested that he provide a brief FTES report at the next Planning and Budget meeting.

6. **NEXT MEETING - JANUARY 17, 2008**
The next Planning and Budget meeting is scheduled for January 17, 2008

7. **ADJOURNMENT**
The meeting was adjourned at 3:01 p.m.