1. **CALL TO ORDER**
Dr. Albanese called the meeting to order at 2:00 p.m.

2. **APPROVAL OF MINUTES** - January 15, 2009
The minutes of the January 15, 2009 meeting were not available for approval.

3. **STATE BUDGET UPDATE**
Dr. Albanese reported that the College is still operating on the Governor’s Budget proposal. With the latest information from the Chancellor’s Office, the College still has a serious cash flow problem, but not a borrowing problem. The College will be able to do intra-fund borrowing, and not need County assistance.

4. **BUDGET BALANCING OPTIONS**
Dr. Albanese presented a PowerPoint presentation and provided corresponding handouts that provided the detail for the presentation entitled “Budget Balancing Options for General Fund-Unrestricted (Fund 01.0).” He noted that the College expects to have unexpended funds of $2,752,000. With the current vacant positions and capital outlay funds that are not spent, the College does still not have enough to meet the projected savings for this year. What the committee was asked to do is to look at the other areas that could be reduced. He noted that there is not going to be an urgent need to make cuts going into June except for cash flow. With a variance of
3% we will balance the budget this year. Our task going forward is to make reductions or revenue increases that would go forward to help balance the budget.

Currently, the College is doing the following as cost saving measures:
- Limited conference travel.
- Class schedules are not being mailed.
- “Frost” on full-time positions.

Dr. Albanese suggested that this budget information be brought to the constituents and if there are further cost saving suggestions to bring them back to a future meeting. Also, if anyone had specific suggestions for Fiscal Services to cost out, please let him know.

Dr. Albanese thoroughly reviewed a memo and corresponding surveys that was addressed to the Executive Council outlining the proposed fee augmentations. He asked everyone to share this information with their constituency groups. After the committee reviewed the document, Mr. Fronke moved that the Planning and Budget Committee approve the fee augmentation list as presented. Mr. Henry seconded. The motion passed unanimously.

5. **ACCREDITATION**
Dr. Albanese reported that what we do in Planning and Budget is part of accreditation, because planning is what the visiting team is going to be looking at. He noted that the College has a strategic plan that has been extended, and we will begin working on the educational master plan.

Dr. Reece requested that everyone read through the draft accreditation report on Recommendation 3 and agree on what it says the Planning and Budget Committee does. Dr. Albanese requested that everyone review the document and bring their suggested changes to the next Planning and Budget meeting.

6. **2009/10 BUDGET DEVELOPMENT**
Dr. Albanese referenced the 2009/10 Budget Development Calendar and noted that the College is on target with our activities. Even though the College has no funds, the prioritization process will take place. The goal for next year’s budget is to adopt a balanced budget. As information comes from the State, it will be shared with the committee.

Dr. Namala requested the dollar amount the College has spent on consultants. The following information was provided: Matthew Lee (Accreditation): $65,000; Presidential Search: $20,000.

Dr. Reece asked what does the College deem as an emergency in order to use the reserve funds. Dr. Albanese replied that reserves are one-time monies. The College is using their reserves now for cash flow purposes. He added that whenever you use the reserves, you cannot fail to restore them. He also added that you don’t balance a budget out of reserves; you feed deficits out of reserves.
7. **ITEMS FROM THE FLOOR**
   No items were presented.

8. **NEXT MEETING - FEBRUARY 5, 2009**
   The next meeting is scheduled for February 5, 2009.

9. **ADJOURNMENT**
   The meeting adjourned at 4:16 p.m.