1. CALL TO ORDER
Dr. Albanese called the meeting to order at 2:02 p.m.

2. APPROVAL OF MINUTES - September 4, 2008
It was moved by Ms. Nolan to approve the minutes of September 4, 2008. ML Bettino seconded the motion. The minutes were approved as presented.

3. STATE BUDGET UPDATE
Dr. Albanese reported that the State still does not have a budget for the 2008-09 fiscal year. Included in the handouts for the meeting were the following two sheets: 1) an ACCCA budget update; and 2) a sheet downloaded from the Sacramento Bee that outlined the “guts” of the State plan. Dr. Albanese noted that currently the State budget is projecting a 2% growth and 0.68% COLA. He strongly cautioned the committee that those numbers could change. He added that the District has had to do its first inter-fund borrowing in order to make payroll. If a State budget is not passed by mid-October, then the District will have to go to the County treasurer to borrow funds. In order to continue making payroll, at this time the District is not hiring any new hourly positions and not funding Cal-grants. Dr. Albanese closed by stating that the District is continuing to service students and make payroll.
4. **ANNUAL PLANNING/ PLANNING PLUS**

Dr. Durdella reminded the committee that fall marks the period where the College conducts annual planning. In 2007/08, the College adopted a new planning process that was first introduced in the Guide to Planning and Resource Allocation. He noted that this year, planning will be conducted using on-line forms in the new web-based application developed by Information Technology called Planning Plus.

Dr. Durdella briefly reviewed the Calendar of Proposed Dates and Activities for Annual Planning for 2009-10. He indicated that the dates are consistent with last year’s dates and are college-wide deadlines. It is up to each department/division to set their own internal deadlines in order to meet the college-wide deadlines.

It was asked if the Research and Planning Office would be providing the departments with the FTES data they have provided in the past. Dr. Durdella replied that the College has an FTES reporting tool which is available to deans and/or other managers to access and look at FTES historical data. He added that this year, the Research and Planning Office has been dedicating most of their resources to planning instead of institutional research. This began a discussion with some committee members expressing their concern about getting the correct FTES numbers and the staff time involved in getting those numbers. Mr. Fronke commented about how this historical FTES data dove-tails into program review. He added that hopefully the College is stable enough in PeopleSoft, that if we are just going to focus on the last three years of data, then staff will have it available for the unit planning process as well as the six-year cycle of their program review. In conclusion, Dr. Albanese summarized the discussion by indicating that it is a problem if getting the FTES data is decentralized into the divisions, along with a staffing issue in Research and Planning. He will delve further into the issues and report back at the next Planning and Budget meeting.

Ms. Krichmar provided the committee with a demonstration on Planning Plus. The highlights included:

- October 1, 2008 will be the launch date for Planning Plus.
- The Innovation Center will provide the training for staff.
  - Dates for training are: October 1, 2008 – October 17, 2008
  - There will be two types of training: formal group training and individual training
- The Program Review Assessment portion of the program is for non-instructional programs only. Ms. Krichmar will make an adjustment to the Program Review page to reflect that it is for non-instructional programs only.

After Ms. Krichmar made her presentation the committee discussed concerns such as: 1) using budget account numbers as division breakdowns; 2) how the text will look once it is pasted into the document, and how much time will it take staff to format the text so it is easily readable; and 3) staff members added as plan participants can access the document and make changes. In conclusion, it was noted that this
program is new to the College; we must use it, evaluate it, and make any changes needed in order for it to work for Cerritos College.

Dr. Smith asked since there is no state budget, should the items that were on the 2008/09 capital outlay planning priority list be carried over to the 2009/10 priority list. Dr. Albanese responded that it would be prudent to put all requests on the 2009/10 form.

Ms. Nolan commented that for the Planning and Budget committee to complete its cycle according to the Planning and Resource allocation document, this committee needs to review the 2008-09 area plans and all prioritized lists of resources requested. To date, the only information shared with the committee was the capital outlay prioritization. We must complete the 2008/09 Planning and Budget cycle in order to report to the Accreditation Committee that it has been completed. Dr. Albanese pointed out that for the College to get off warning, we must complete Program Review. After a brief discussion it was decided that the Planning and Budget Committee needs to review the area plans in order to complete the Planning and Budget cycle for the 2008/09 year.

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

6. **NEXT MEETING - OCTOBER 2, 2008**
   The next meeting is scheduled for October 2, 2008

7. **ADJOURNMENT**
   The meeting was adjourned at 3:29 p.m.