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

APPROVAL OF MINUTES - October 2, 2008
The minutes were approved as presented.

PLANNING & BUDGET SHARED GOVERNANCE COMMITTEE STRUCTURE
Dr. Albanese noted that there is a recommendation to change the Planning and Budget shared governance committee structure. The requested change is to remove the President as chair and have the Vice President of Business Services chair the committee. He also suggested that the committee review the purposes of the committee. It was moved by Ms. Nolan to approve the recommended Planning and Budget Committee structure. Mr. Henry seconded. The motion was approved.

Dr. Reece noted that the strategic planning process was added to the Planning and Budget Committee. Now that the president is no longer the chair of Planning and Budget, how do we keep him involved in the process? Dr. Albanese replied that he will follow-up with Mr. Farmer.
4. **STATE BUDGET UPDATE**
   Dr. Albanese briefly reviewed the 2008-09 adopted budget presentation that was presented and approved by the Board of Trustees at their October 15, 2008 meeting. He briefly highlighted the following:

   - California State Budget
   - Proposed Budget Reforms
   - Current-Year Risks
   - State Income Assumptions

5. **DISCUSSION/ACTION ON 2008-09 AREA PLANS**
   Dr. Albanese noted that both the Business Services and Student Services area plans were available for review. The Academic Affairs and Human Resources area plans are not yet available. The President's Office area plan (Dr. Vela's) will not be completed for 2008-09. Dr. Albanese will follow-up with Mr. Farmer and Mr. O'Rourke on completion of their respective area plans.

   Dr. Albanese asked the committee the following questions: 1) are they ready to bring closure to the 2008/09 area plans; 2) do they want to review the area plans currently available; 3) or continue area plans discussion at the next scheduled meeting. It was asked, once the plans are reviewed, then what? Dr. Durdella responded that this is still an immature process and it is in the early stages of development. By this committee receiving the area plans, they are used for informational purposes, analytical tools, and for contextual purposes. They become institutional documents. It is up to us as a committee to decide how we will use these documents as a group.

   Dr. Brock added that the prioritization list of capital outlay and facilities modification requests is not current, as some items have been funded by other resources. She will ask her deans to provide her the updated information.

   Dr. Albanese closed the discussion by stating that once all the area plans have been received the Planning and Budget Committee can conclude on last year's plans in terms of what was done and what couldn't be done and what we need to do to move forward.

6. **2008-09 CAPITAL OUTLAY/FACILITIES MODIFICATIONS PRIORITIZATION LIST**
   This item was not discussed.

7. **ITEMS FROM THE FLOOR**
   Mr. Fronke asked the following two questions: 1) does the College have an established strategic planning process; and 2) do we have a different process we call the strategic plan, besides the educational master plan? Dr. Durdella noted that the Planning and Budget Committee previously discussed where the strategic planning development process should take place, either within this committee as a whole, or ad-hoc. He noted that there was some general agreement about this committee acting as the body who would develop the strategic plan. In addition, the Research Office recently conducted a study of the College’s current strategic plan. A draft copy
of that evaluation report was sent to Mr. Farmer (when he was the Vice President of Academic Affairs and Dr. Durdella’s boss. Dr. Brock is currently Dr. Durdella’s boss.) In that document, a number of recommendations were listed for the development process of the succeeding strategic plan. Dr. Albanese closed the discussion by stating that he would talk with Mr. Farmer regarding the strategic planning process and agendize the topic for a future meeting.

The updated 2009/10 Planning and Budget Development Calendar was given to the committee for their review. The committee had no objections/additions to the calendar.

It was asked if the adult hourly’s had been laid off. It was noted that the adult hourly’s had not been laid off. The dean’s were asked to closely review their adult hourly budget and needs.

Dr. Reece requested that a campus-wide budget summary be sent to the campus community to keep everyone informed of the latest budget information. Dr. Albanese noted that he would speak with Mr. Farmer about this request.

8. **NEXT MEETING – NOVEMBER 20, 2008**
The next meeting is scheduled for November 20, 2008.

9. **ADJOURNMENT**
The meeting adjourned at 2:52 p.m.