SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: Budget and Planning

Date of Meeting: 06-02-2011 Location: CC4 Time: 12:00-1:30

Voting Members Present:
Mi Chong Park, Alma Johnson-Hawkins, Roman Juarez, Joe Ramirez, Leslie Milke, Zoila Rodriguez-Doucette, Tobin Sparfeld, Hanh Tran, Yoon Yun

Voting Members Absent:
Andrea Soqui, Lilamani De Silva, Eloise Cantrell

Resource Members Present:
Frances Nguyen, Rolf Schleicher

Guests Present:
Steven Nerud, Stephanie A. Atkinson-Alston

Call to Order by: Leslie Milke @ 12:10

Items Discussed:

1. Review/Approve Minutes of May 5th Meeting
The Committee reviewed and approved the minutes from the May 5th meeting.

2. College Budget Update:
   - Rolf Schleicher informed the committee that the projected 10% reduction scenario will stay the same. Mission College plans to save a little over $1.0 million to carry forward to mitigate next year’s projected budget shortfall. Rolf also informed the committee about starting the subtask force meeting with various campus auxiliaries to discuss its business plan to strategically better fit with the mission of the college. According to Rolf, auxiliaries are any organization on campus that can create revenue. He stated that the kick-off meeting with 5 auxiliaries are scheduled to meet today.
   - Leslie emphasized the cohesiveness of this subtask force with the Budget and Planning committee to follow the required shared governance structure. She suggested that members of the subtask force should include members of the Budget and Planning committee and also members from outside. Leslie also suggested naming the task force as “Revenue Generating Task Force.”
   - Dr. Perez informed the committee that the college will possibly have outside business experts to come up with cost analysis to increase any profit margin.
• Rolf added that the Budget and Planning committee should be more involved in mentoring the subtask force to create a better business plan.

• Zoila commented that the bookstore is in the process of transforming the store to branch out even further to improve services for the campus and for students.

• Leslie suggested a meeting to form membership criteria for the “Revenue Generating Task Force” to start creating the guiding principles and other policies. Zoila, Rolph, Frances, Stephanie, and Leslie will get together for this task.

3. Food Service Task Force – Budget discussion

• Leslie shared a brief background of the food service task force; a survey was conducted to enhance the service on campus.

• Stephanie informed the committee that after surveying students, faculty, and staff, the Food Service Task Force met numerous times since last year to form constructive recommendations to set the college-wide policy for the food service on campus. She said that these recommendations along with its rationales were already presented at the College of the council. The committee members had a chance to hear some of the recommendations and rationales during the meeting.

• Leslie suggested that formalizing the Food Task Force should have been done formally.

• Rolf mentioned that this task force should also become the task force of the Budget and Planning committee so its philosophy and guiding principles can also agree with the policies set by the Budget and Planning committee.

4. 2010-11 Self Evaluation of Budget and Planning Committee

• The committee went over the “Shared Governance Committee Self-Evaluation Form.” All meeting minutes and agendas are up to date and posted on the Budget and Planning committee website (thanks to Frances’ and Nick’s contribution on this). Some of the main accomplishments/tasks achieved include: the completion of operation plan process, the creation of criteria for resource allocation and prioritization, inviting various SPF programs to the committee, and linking the budget planning with the completion of the program review.

• The committee also discussed other items on the self-evaluation forms. Leslie will summarize the discussed self-evaluation items and email out to the committee members.

5. Budget and Planning summer schedule

• Leslie suggested that the Budget and Planning committee should meet at least 1-2 additional times to discuss continual budget issues. Friday subtask force meetings will possibly move to Thursdays.

• Next meeting schedule was not announced.

Adjournment: 12:55pm        Minutes submitted by: Yoon Yun