SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: Budget and Planning

Date of Meeting: 08-04-2011 Location: CC4 Time: 12:00-1:30

Voting Members Present:
Cathy Brinkman, Roman Juarez, Leslie Milke, Steve Ruys, Zoila Rodriguez-Doucette, Estella Miranda, Monica Moreno (proxy for Joe Ramirez), Yoon Yun

Voting Members Absent:
Mi Chong Park, Alma Johnson-Hawkins, Tobin Sparfeld, Hanh Tran

Resource Members Present:
Frances Nguyen, Rolf Schleicher

Guests Present:
Pat Flood, Angela Echeverri

Call to Order by: Leslie Milke @ 12:10

Items Discussed:

1. Review/Approve Minutes of June 2011 Meeting
   - The committee tabled the minute due to not having the quorum.

2. College Budget Update
   - Rolf and Frances distributed the handout on the budget balance. According to the handout, the preliminary year ending balance for the college is $1,406,322. Rolf informed the committee that during the 2010-2011 fiscal year the college managed the budget well and also had about $1 million roll over, and received $422,000 M&O relief. He addressed the importance of having the same level of the budget next year (2011-2012). Despite the ending balance, the college should still be very careful in how it manages its budget such as the number of classes it adds in the spring semester. According to the handout, the 2011-2012 proposed budget allocation for the college is $25,073,412 which includes a 6.21% reduction. Rolf informed the committee that the college is focusing on the dedicated revenue to enhance the overall revenue through facility rentals, collective vending machine agreements, and accepting international students, etc.

3. Budget and Planning Operational Plan Timeline for 2011-12
   - Leslie addressed the need to start thinking about the timeline for the budget update. Handouts on Budget & Planning Ranking Procedures and Budget Op Plan Process were distributed. She shared how the budget and planning operational plan process works. Last year was the first year of having the complete cycle where the budgets were directly linked to the program review.
The committee needs to make sure that each unit’s program review and its yearly updates are done in a timely manner. Afterward, the committee will do the ranking procedure focusing on the college’s designated priorities.

- The committee modified the completion dates of the Budget OP Plan Process in order to inform the dates to EPC and College of the Council for their first meeting in September.
- Cathy emphasized that the overall budget and plan process needs to be more efficient this year and can be achieved by reviewing the details and suggestions provided by EPC and working with Han Tran and Council of Instructions.
- Per suggestions made by Frances, Leslie would add the preliminary steps regarding review and improvement of suggestions and providing workshops to the process. After finalizing the revision of the process form, Leslie will present the updated dates at the college retreat.

4. Status of 2011-12 Unit budgets--More information sent to budget managers
- Leslie informed the committee about the department chairs’ concern on the budget changes/cuts. She suggested that any changes/cuts in the budget should be pre-discussed with the committee, and the committee should have the ability to have discussions with the program managers regarding the budget update.
- Rolf shared that he has been trying hard to keep up with many unforeseen budget changes and to keep program managers informed consistently. He emphasized that the committee should look at various aspects of the budget more carefully such as: productivity of a program and restricted funds, etc.
- Rolf mentioned that the supply budget received by department chairs should be the same. He informed that 5% reduction was about everything except for the supply.
- The committee members shared their concern that the program managers do not have any flexibility to reallocate the 5% budget cut within the program.
- Leslie suggested forming an emergency task force to have better communications with the district and senior staff regarding the budget updates and changes. Estella, Leslie and Roman are part of this task force that will be contacted and included when decisions are being considered on the budget.

5. Membership Update for coming year
- Two new members have joined the committee: Steve Ruys as the SEIU member and Estella Miranda as a classified committee member.

6. Other Items from the floor
- There were no items from the floor.

Adjournment: 1:40pm 
Minutes submitted by: Yoon Yun