SHARED GOVERNANCE COMMITTEE MINUTES

COMMITTEE: Budget and Planning

Date of Meeting: 03-03-2011 Location: CC4 Time: 12:00-1:30

Voting Members Present:
Cathy Brinkman, Eloise F. Cantrell, Lilamani De Silva, Alma Johnson-Hawkins, Roman Juarez, Mi Chong Park, Joe Ramirez, Tobin Sparfeld, Zoila Rodriguez-Doucette, Andrea Soqui, Hanh Tran, Yoon Yun, Rolf Schleicher, Kathleen Burke-Kelly

Voting Members Absent:
Leslie Milke, Luz Nunez

Resource Members Present:
Frances Nguyen

Guests Present:

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Call to Order by: Alma Johnson-Hawkins @ 12:05

Items Discussed:

1. Review/Approve Minutes of February 3rd Meeting
   The Committee reviewed and approved the minutes from the February 3rd meeting.

2. College Budget Update:
   Rolf Schleicher informed the committee that the college was asked to submit budget projections to the district office with different budget reduction scenarios. At the moment a taskforce was working on planning a 5% reduction scenario which projects a $2.8 million deficit for the 2011-2012 fiscal year. He could not share specific details about the different projections because the information and directives received was changing constantly, but in the end the instruction was that the college needed to submit a balanced budget. The college will review all the purchase orders, over time requests, and will freeze hiring immediately. He also said that the taskforce had looked at all cost saving measures and any other strategies would require Board approval.

3. SFP’s: Which programs to invite to present at the April meeting
The committee agreed to invite the Child Development Center, and the CTE Collaborative and Distributions Points to present on the next Budget and Planning Committee meeting.

4. Op Plan Process Completion: Discuss and Debrief
   The committee noted that the previous year the committee had more information about the requests, but not ranking rubric and this year was just the opposite. It was suggested discussing the requested items before the ranking process so the ranking teams can have a better context on which to base their decision. It was also suggested having the VPs do an informational session before the ranking and being available to answer questions during the ranking sessions. The committee recommended making the process more transparent and keeping the process as simple as possible. It was reiterated that the college priorities need to be approved by the College Council. It was suggested relying more on the department priorities during the ranking process and creating to priorities for this period of budget reductions. The committee recognized that reducing funding evenly across the board would be detrimental to some of the small departments that only have a few sections.

5. Dissemination of budget request results: Strategize on most efficient method
   The committee agreed to publicize priorities during the program review process. The information will include other information such as how the priorities are established and how the college council establishes the priorities. The committee will disseminate this information as soon as possible.

6. Formulating strategies for cost saving measures to forward to College Council
   The committee discussed some cost saving strategies and agreed to revisit this agenda item in the next meeting. Among the measures discussed were to organize course offering by college regions. The committee was asked to suggest ideas to create revenue by renting the college facilities during the summer when no classes would be offered. The committee agreed to forward a recommendation to college council advising not to have a summer session in order to have complete fall and spring semester offerings. The committee discussed expanding the committee’s current work scope to include a review all the college funds to find other cost saving strategies and having quarterly financial review rather than annual reviews. The president suggested looking into the strategic plan and having a set of core principles to guide the planning process such as protecting income. She also suggested planning the class schedule 2 years in advance and presenting it to college council. The committee was reminded to keep student success in mind.

List of any action taken:
*Frances will send invitation to Child Development Center and the CTE collaborative and Distributions Points to give a presentation on the next Budget and Planning Committee meeting.
*The taskforce will meet again to review the operational plan and include the suggested presented by the committee.
* The committee will forward a recommendation to college council not to have a summer session in order to have complete fall and spring semester offerings.
* The committee will publicize how priorities are established and how the college council establishes the priorities as soon as possible, so they can serve as guidelines before requests are brought to the committee.
* The committee will continue the discussion for cost saving strategies in the next meeting.

**Adjournment:** 1:40 p.m.

**Minutes submitted by:** Roman Juarez