Call to Order by: Leslie Milke @ 12:05

Items Discussed:

1. Review/Approve Minutes of April 7th Meeting
   The Committee reviewed and approved the minutes from the April 7th meeting.

2. SFP Presentations
   - Richie Aribuabo presented an overview of the CTE Community Collaborative Program for Career Exploration for 7th & 8th Graders, Career Pathway Development (middle school to high school and to college), CTE Professional Development activities, and Teacher & Faculty Externship in Business & Industry. Mark Hobbs presented an overview of the Tech Prep and Distribution Points programs. He covered various activities such as Focus on Career, Counselor Day, outreach to different middle schools, high schools and industry partners.

3. Membership Update for coming year
   - Leslie reminded the committee that she, L. De Silva, L. Nuñez, and Z. Rodriguez-Doucette will be terming out this summer. Also, the AFT will appoint a new member to replace E. Cantrell who is retiring. The committee agreed to appoint a committee chair and co-chair in June.
   - Dr. Perez announced that the college has plans to hire a vice president of administrative services soon so that he/she can bring additional leadership to the college budget, facilities and new revenue generation.

4. College Budget Update:
• Rolf Schleicher began the college update by congratulating Z. Rodriguez-Doucette for her recent promotion to bookstore manager. He commented that under her leadership the bookstore has resulted in annual revenues of $2.5 million per year and earnings continue to increase. Rolf informed the committee that the district was in the process of formalizing a 10% reduction and that Mission College was well on its way to meeting that goal. He said that Mission has a clearly defined plan of where and how to reduce costs, whereas other colleges have not yet started to identified the areas to reduce.

• The committee discussed accreditation and how standards expect more analysis-based planning. Plans are more reliable when they are reviewed and approved by the Budget and Planning committee. Dr. Perez added that this will also convey more transparency in the process.

• Alma presented a year-to-year report comparing standard-hours for Instruction by semester. She explained that in 2011-2012 the college cut 10% FTES from 6,799 to 6,119 (excludes non-funded FTES). Alma asked the committee to read the report not as sections cancelled, but as standard-hours reduced to the see the actual effect of the reduction in terms of FTES. The report outlines a cut of 11% fall 2011 semester as well as two reduction scenarios for the spring 2012 semester, a 9% or a 10% decrease in FTES. At the 9% cut for spring semester 2012 FTES will be reduced to 5,748 and at the 10% cut FTES will be reduced to 5,716. With the elimination of summer and winter sessions, the total workload reduction will amount to 15.45% or 15.92% in FTES for year 2011-2012 (this reduction is based on the assumption that we would no longer earn any unfunded FTES).

• Dr. Perez announced that the college will proceed with the hiring of five faculty which will move the college closer to the required 75/25 faculty obligation number (FON). He explained that even though the committee had recommended not hiring due to the current budget situation, the chancellor has asked colleges to continue with the FON plan. The job offers will include a stipulation stating that the job is contingent on budget availability.

• Dr. Perez also informed that committee that he is working on a project to have a Summer Bridged program this summer, which will be funded by Basic Skills fund.

5. Budget Discussion: Strategies, Ideas, Direction – How to Proceed?
• Rolf has a list of ideas to bring more revenue sources to the campus and asked the committee to provide him with more ideas. Dr. Perez asked the committee to meet as a weekly taskforce to create an implementation plan. He will spend the summer to raising additional funds.

List of any action taken:
• A taskforce will meet on Friday 5/13/11 at 10:00 am in the HFAC to discuss revenue generations strategies
• The committee will appoint a committee chair and co-chair in June.

Adjournment: 1:21 pm Minutes submitted by: Roman Juarez