Present: Gayane Godjoian, Rita Grigoryan (for Joanne Grey), Tara Ward, Estela Miranda, Steve Nerud, Steve Ruys, Bamdad Samii, Tobin Sparfeld, Hanh Tran, Daniel Villanueva

Voting Members Absent: Cathy Brinkman, Marcelo Rodriquez, Joe Ramirez
Guests: Frances Nguyen, Tara Ward, Angela Aghajanian, Leslie Milke

The meeting was called to order at 12:10 pm after there was a quorum.

**College Financial Update**

There was no change to the current budget situation. Mr. Villanueva reiterated the need to coordinate all travel through the proper request process.

**Budget Operational Plan Timetable**

The committee discussed the dates for the program review process. Ms. Tran identified the opening day as October 15, 2012, with a closing date of November 18, 2012. The overall timeline will be presented for approval at the upcoming College Retreat on October 12, 2012. Once approved, it was agreed that the Vice President’s would email the various Department Heads of the process timelines. There was agreement on the need for a training day; a tentative date for training was established for October 16, 2012.

**Program/Activity Reinstatement/Reduction Process**
Ms. Milke presented a draft of the rubric which will be used by the committee to prioritize the reinstatement of programs/activities in the event additional funds for the 2012-13 year are made available to the college. The draft rubric identified five criteria for prioritization:

- Program/activity produces FTES
- Program/position will improve student success
- Potential revenue source for the College
- Program/activity supports instruction
- Program funding was reduced/eliminated from prior year’s budget (2011-12)

It was agreed that the prioritization would be consistent overall with the College’s strategic master plan. All members agreed that the number one priority for any additional funds would be the generation of FTES. There was a discussion on the additional support requirements of various courses should they be reinstated and how to quantify such requirements. There was also a suggestion that restoration funding priorities be included in the program review process. While this would be contemplated in the future, it was determined the timing of the program review precludes this during the current process. It was agreed the committee would also consider possible revenue generating alternatives.

The draft rubric was discussed and it was agreed by the committee that the draft be used as a starting point. It was also agreed that the committee would meet the following week to perform a trial run on prioritizing reinstatement items using the rubric. Ms. Nguyen agreed to provide the committee with an updated list of planned budget reductions.

The meeting was adjourned at 1:30pm.