Items Discussed:

1. **Review/Approve Minutes of September 2011 meeting**  
The committee reviewed and approved the September 2011 meeting minutes with some correction.

2. **College Financial Update**

Rolf commented on the need to anticipate funding for next year to prevent from having last minute payments. Expenditures need to be brought to this committee because this committee oversees the funding for the campus.

It was mentioned that the technology committee is part of the program review. It is not known where the share governance link is between committees – The technology committee should bring a technology plan to the college council for recommended funding for next year. Then, it should come to this committee to be put in the prioritization list.

It was suggested that the software purchase is a heavy duty and crosses a lot of different divisions. It was recommended that the request of funding should also go to specially funded as well. IT should be integrated in any kind of technology purchasing. It could be that each committee should have a resource person from technology.

Hahn is part of this committee.

These questions were brought to discussion- What is the process for purchasing? There should be a process for purchasing to put it in the program review and to come to the college council and to get to the president. Is the process going to be built at the Budget and Planning Committee?

Leslie- the process is for the program review.
There was a discussion about how the software and technology needs should get to the budget planning committee. It was recommended that a strategy planning should be defined for technology needs. The president suggested that he can review the recommendations from the Technology Committee and bring it to the budget and Planning Committee. He will implement it by October 31, 2011.

Question – does the program review have the ability to include the proposal and the planning of what will be needed to be done after the funding ends?

Respond - The program review has the capability to store the proposal time for one time, or for an ongoing commitment. If it is an ongoing commitment, the understanding is that it is a commitment until it is decided that is not a long term. Then, it becomes a yearly commitment.

3. Budget and Planning Operational Plan Timeline 2011-12

Dr. Monte Perez presented the latest budget information from the LACCD Finance and Audit Committee and the State situation. It will depend on State’s tax revenue whether or not the colleges will have the funds to be able to continue to the level we reduced. He explained that there might be a mid-year trigger action if state revenues do not materialize – the district will go for a 28 million reduction, which it already happened.

The $10 dollar increase on fees will not take effect until next fiscal year. He discussed about the FTES which is a funding reduction. There is a reduction of 2.0 as a district. It is a percentage reduction of 6.21 at the college level. The FTE target funding is $104 029 as a district. For the year 11-12 there is a projection of an $82 million dollar given a tier 0 activity. If the college goes to tier 2, the cut will be a $71 million reduction. He discussed the short-term actions to address $28.9 revenue reduction.

It was mentioned that the district did not approve the purchased of vending machines. The district’s idea is to have a similar purchasing for all the college. There was a discussion about the naming of buildings and rooms. The district wants to standardize the guidelines for all campus.

It was suggested that some conversations about next year’s budget should take place at each meeting.

Question regarding the instructional programs – Does our college philosophy about the instructional programs being the last resource for cuts is the same as the district’s philosophy?

The president mentioned that it is the same philosophy and that there will be a minimum impact in the spring.

Frances presented an overview of the projection plan that will be submitted for September.
There will be a negative balance of $111,000, a reduction of workload by 1.1 million, an increase on payment by 5%, and an increase on revenue from the International Student program. Ideas for revenue enhancement were discussed. This includes the International Student and rental.

4. Budget and Planning Operational Plan Timeline for 2011-12

Tobin would like to have a dry run process of the program review.

The taskforce meeting date will be scheduled at the November meeting.

To be able to establish the practice of the planning last year Frances provided a previous year’s requests. It was requested that Frances provide the last year’s request for this year. This year there will be the same priorities as last year’s.

It was recommended to come up with a norm on how to rank. Also, it should be done at one of these meetings because a lot of people will not be able to participate. It was planned to have it done at the November meeting. There was a discussion about the taskforce meetings. Should the taskforce committee meet twice a month? This will be determined at the November meeting. It was suggested to take a look at the river that we have been using. It is something that might need to be adjusted. Tobin will email it to the members for suggestion for the November meeting. The criteria for review process are posted on the college website.

5. Review Evaluation of Budget and Planning Committee by shared Governance Task Force and discuss recommendations

Tobin discussed the recommendations done last year for developing and implementing budget processes. Should these recommendations be implemented this year?

Cathy mentioned the accomplishments of the specially funding programs’ collaboration. The CalWorks programs provided some funding to the Child Care Center. Should the committee continue to invite the specially funding programs to present? It was recommended to start doing presentations in spring. Last year it was recommended that the divisions should come to these meetings to present about their requests. These presentations help to better understand context of the requests.

6. Membership Update for Coming Year

It was recommended to submit a request for a change in the membership chart to be able to include the classified underrepresented staff to participate in the Budget Planning Committee.

7. Other Items From the Floor
Blackboard Connect. Rolf reported that the college has not yet concluded whether or not to purchase the Blackboard Connect software because of funding issues. While Title V can purchase the software now, we don’t to make a commitment that we won’t be able to follow through next year. The decision is pending on funding for next year. Rolf will meet with Hahn and Susan to discuss this purchase. The committee discussed the appropriate process to bring forward this type of requests in a planned and timely manner to avoid unexpected expenses in the future. The president will request the purchase of the software through his program review since IT reports directly to his office.

List of Any Action Taken:

- Each member will bring his or her own copy of the minutes.
- The committee approved a motion to include a new agenda item to follow-up and update the committee on specific topics discussed on previous meetings.
- Dr. Peres will include the request to purchase the Blackboard Connect software through his program review.

Adjournment: 1:41
Minutes submitted by: Estela Miranda