SHARE GOVERNANCE COMMITTEE MINUTES

COMMITTEE: Budget and Planning

Date of Meeting: 09-01-2011 Location: CC4 Time: 12:00-1:30

Voting Members Present:
Cathy Brinkman, Alma Johnson-Hawkins, Roman Juarez, Leslie Milke, Estela Miranda, Michong Park, Joe Ramirez, Steve Ruys, Tobin Sparfeld, Hahn Tran, Yoon Yun

Voting Members Absent:

Resource Members Present:
Frances Nguyen, Rolf Schleicher

Guests Present:

Call to Order by: Leslie Milke @ 12:10

Items Discussed:

1. Review/Approve Minutes of June and August 2011 meetings

The committee reviewed and approved the minutes from the June and August 2011 meetings.

2. College Financial Update

- Rolf reported that the college is looking into buying the Blackboard connect software, which costs about $25,000 and is used to send electronic notices to specific groups in the college. In addition, the software allows the college to send safety and emergency notices to students, which helps to protect college from potential liability. Rolf informed the committee that that Title V grant can pay for it the first year of the contract and Hanh reminded the group that the college needs to pay for the software after the grant ends. Alma reminded the committee that while Title V may be able to pay for the software, the software needs to fulfill certain parameters in order to meet the outcomes of the grant.

- The committee discussed different contracts that need to be paid by the college. Alma mentioned that in the past Moodle had been paid by grants, but now the cost needs to be picked up by the college. Rolf also mentioned that the surveillance cameras need to be connected. Frances said that the Internet connectivity was previously paid by TTIP but now the college will also need to pay for the $12,000 cost. Hahn said the college needs to pay for 17 or 18 Adobe licenses annually. For the Audio visual system at the PE building she recommends to pay license per hour, not annual fee security. Leslie asked when all the building costs would be brought to the committee.
In regards to the vending machines contract, Rolf informed the committee that three vendors submitted proposals and Canteen Corporation had been selected and will be approved by the Board of Trustees Oct 5th. Companies who submitted proposals were professional and knowledgeable. In the past, the Bookstore collected the profits from the vending machines, however, the campus policy is changing to be more equitable. The college needs to assess a partnership arrangement to incentivize programs/areas that may participate in a profit sharing program and the optimal number of machines to be installed in each area in order to maximize profits without resulting in visual blight. Alma added that the college council was concerned that the plant facilities staff could be overwhelmed cleaning up the waste produced by the vending machines. Rolf clarified that not all the products sold will be food items since food is not allowed in all the buildings like the HFAC. Rolf asked the committee to offer their opinion on how the college could come up with what products to sell, the pricing, how to manage the money, and how to deal with the waste.

Rolf reported that although the recycling could be very profitable, the college has not yet realized profits from the current efforts. The committee suggested that maybe the Work Environment Committee can look more into the recycling project if recommended by Plant Facilities.

Next week the Eagle Fitness and the Culinary Arts will meet to review their enterprise program. Leslie would like members of the committee’s taskforce to be included at some point in these discussions. Also, the taskforce needs to start recording minutes regularly, have an agenda and include students.

3. Membership Update for coming year

The committee unanimously elected Tobin Sparfeld to be the new committee chair. Alma Johnson-Hawkins will continue as the co-chair until a Vice President for Administrative Services is hired. The committee thanked Leslie for the four years of service and she offered to continue to attend the meetings and help during the transition. In addition, Marcelo Rodriguez, ASO (Treasurer) will be the student ASO representative in the committee.

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

The committee reviewed and revised the different deadlines for the Operational Plan Process. Alma informed the committee that at the annual College Council Retreat the group agreed to continue to focus on planning for stability and sustainability. The committee agreed to have the same starting and ending date for the instructional and none-instructional units. The committee agreed that starting the process on Oct 31st affords the opportunity to provide workshop to the units on how to complete the operational plan. The committee agreed on the following timeline:

<table>
<thead>
<tr>
<th>STEPS</th>
<th>PROCESS</th>
<th>COMPLETION DATE</th>
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</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>All units complete Program Review or annual update</td>
<td>October 31</td>
</tr>
<tr>
<td>Step 2</td>
<td>Any funds requested in program review process reported out to each unit</td>
<td>October 31</td>
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<tr>
<td>Step 3</td>
<td>Unit manager prioritizes requests to be sent to appropriate division manager</td>
<td>November 7</td>
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<tr>
<td>Step 4</td>
<td>Division managers prioritize all division requests to send forward to Budget and Planning Committee</td>
<td>December 12</td>
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In addition, Leslie will add a summary of the process of the op plan to the back of the timeline.

The Education Planning Committee (EPC) will review and approve the schedule. After it is approved it will be sent to all departments, shared governance committees, and unit managers.

The committee discussed the effectiveness of the process and agreed that the progress is sound. Even though this year (2011-2012) all the units across campus had a reduction of funding, the final funding allocations are reflective of the plans submitted during the previous planning cycle.

5. **Other Items from the floor**

Leslie and Tobin will create a schedule so that everyone has the opportunity to write the minutes for the meeting.

**Adjournment:** 1:14pm  **Minutes submitted by:** Roman Juarez