



PLANNING & BUDGETING COUNCIL MEETING AGENDA

Wednesday, September 18, 2013

Building 2, Room 10 – 2:10 to 4:10 p.m.

Members Present: Alaa AissiGregory Anderson, Lizette Bricker, Jenny Castello, Patty Hall, Sarah Harmon, Cialin Hsieh, Doug Hirzel, Robert Hood, David Johnson, Debbie Joy, Ruth Miller, Vickie Nunes, Karen Olesen, Martin Partlan, Loretta Davis Rascon, Robin Richards, Mike Tyler, Lezlee Ware

Ex-Officio: Larry Buckley - President

Members Absent:

Guests: Regina Blok, Roberta Chock, Linda Hayes, Kim Lopez, Supinda Sirihekephong, Maggie Souza Janet Stringer,

<u>AGENDA ITEM</u>	<u>PRESENTER</u>	<u>PROCESS</u>
1) APPROVAL OF MINUTES	The minutes were approved as amended.	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President
2) BUSINESS A. Orientation to PBC B. Educational Master Plan/Strategic Master Plan Evaluation Progress C. Workgroups/Review of Goals and Annual Planning	<p>The Planning & Budget Council Bylaws were reviewed. Areas of focus included:</p> <ul style="list-style-type: none"> • A review of Appendix A • Review of the purpose of planning & budget council • Meetings and consensus methods or voting • Expectation of service • Integrated planning and assessment chart reflecting the necessary components used for Institutional Improvement/Planning <p>Reported that the college needs to review both plans and update the progress for each objective. Copies reflecting tracking done in Spring 2012 were handed out and reviewed.</p> <p>The PBC workgroups were reviewed along with their responsibilities. The workgroups are:</p> <ul style="list-style-type: none"> • Mission, Planning & Goals • Instructional Services • Student & Support Services • Human Resources • Infrastructure 	<p>Doug Hirzel & Debbie Joy, PBC Co-Chairs</p> <p>Doug Hirzel, PBC Co-Chair</p> <p>Doug Hirzel, PBC Co-Chair & PBC members</p>

<p>D. Retreat Presentation</p>	<ul style="list-style-type: none"> • Finance • Governance & Process <p>A draft of the 2013-14 timeline for identifying possible new positions was handed out to the members of the Governance and Human Resources workgroups to review and report back to PBC in two weeks.</p> <p>At this time the PBC members broke into their assigned workgroups to review and begin updating the EMP objectives. It was noted that all updated information needs to be submitted to Debbie Joy in the VPSS Office.</p> <p>Vice President Anderson gave an update on the Instruction Office Retreat held on September 6th. Attendees included faculty and staff from the college “Un-Dean” departments/divisions that include KAD (Kinesiology, Athletics, and Dance), Learning Center, Library, and Distance Ed/ Instructional Design. All faculty were also invited with some in attendance.</p> <p>The focus of the retreat was to identify the department/division commonalities, needs and review their structure.</p> <p>The group proposed that guiding principles be created for any potential program realigning and expressed confidence that their input would be considered in any proposals subsequent to this retreat. A retreat activity included an organizational chart exercise where college org charts were shared and discussed. The results from the exercise reflected the need for greater coordination, clearer oversight, and more staff.</p>	<p>Gregory Anderson, Vice President of Instruction</p>
<p>E. Administrative Positions in Finance & Instruction</p>	<p>Reported that our District Office has created a Vice President of Administrative Services position for the colleges which has been approved by the Board. Our District Office has set aside \$135,000 to fund the position but it is uncertain for how long. Skyline College has moved forward and filled the position. CSM will be doing so as well.</p> <p>President Buckley asked how this position would fit in at our college and if there is a process for new administrator. He would instead like to propose creating two Dean positions for the college – Dean for the Library/Learning Center and a Dean for Financial Services.</p> <p>President Buckley would like the PBC members to bring this proposal to their constituency groups and report back to PBC the responses received in a few weeks. Discussion followed which did impress the need for full-time faculty.</p>	<p>Larry Buckley, President</p>
<p>F. Budget Update</p>	<p>Refer to last page of minutes for the entire budget presentation.</p>	<p>Vickie Nunes, College Business Officer</p>
<p>G. Division/Committee</p>		<p>Division/Committee Reps</p>

<p>Reports</p> <p>H. Accreditation Update/ Preparation Materials</p> <p>I. Added to Meeting Agenda - Delineation of Function Map</p>	<p>None</p> <p>Reported that everything is on task.</p> <p>With the approval of PBC members, this item was added to the agenda. An updated 2013 Delineation of Functions document was handed out for review. The document was reviewed and approved last spring by the PBC. It was discovered shortly after, that a few necessary updates needed to be added. The updated document was reviewed with all members present agreeing to the changes made.</p>	<p>Doug Hirzel & Robin Richards, Accreditation Co-Chairs</p> <p>Robin Richards, Vice President of Student Services</p>
<p>3) NEXT STEPS</p>	<p>PBC Co-Chairs will assign the work groups with EMP objectives.</p>	<p>Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President</p>
<p>4) MATTERS OF PUBLIC INTEREST</p>	<p>Artistry in Fashion event on 9/28 from 10 a.m. to 5 p.m. Arts & Olive Festival event on 10/6 from 10 a.m. to 5 p.m. Volunteers are still needed.</p>	<p>Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President</p>
<p>5) ADJOURNMENT</p>	<p>The meeting was adjourned at 4:10 p.m.</p>	<p>Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President</p>

Cañada College 2013-2014 Budget		9/18/2013					
Budget Status	(Previous Year) Final Adopted Budget FY12/13	(Current Year) Final Adopted Budget FY13/14			\$ Difference Between FY12/13 and total of Fund 1 & 11002	Total with	
		Fund 1	Fund 11002 (Prop 30)	Total		Meas G	Meas G
Budget Allocation	\$16,286,933	\$16,482,462	\$684,695	\$17,167,157	\$880,224	\$2,300,000	\$19,467,157
Position Control Salaries & Benefits	13,392,300	14,059,644	322,512	14,382,156	989,856	433,215	14,815,370
Hourly Salaries w/Benefits in Fund 1	3,416,526	2,503,101	362,183	2,865,284	(551,242)	1,841,115	4,706,400
Discretionary Funds	648,231	716,870	-	716,870	68,639	25,670	742,540
TOTAL AMOUNT BUDGETED	\$17,457,057	\$17,279,615	\$684,695	\$17,964,310	\$507,253	2,300,000	20,264,310

	FY12/13	FY13/14
Shortage in Fund 1 Allocation & Budget	(\$1,170,124)	(\$797,153)
Position Control Float Credit	(\$450,000)	(\$450,000)
Balance with Float	(\$720,124)	(\$347,153)
Ending Balance		
Ending Balance in Fund 1	\$599,251	\$633,279
8% of Nonresident Tuition	25,080	25,840
Facility Rental	173,199	154,684
Total	\$797,530	\$813,803
Transfer to Reserve		(\$200,000)
Ending Balance - carryover to fund 1		\$613,803