Finance, Budget & Planning Committee Meeting  
Meeting Date: July 15, 2015  
Location: Staff Lounge - 12:45 p.m.

MINUTES

Committee Members: X = Present, A = Absent

<table>
<thead>
<tr>
<th></th>
<th>Nichole Carver</th>
<th>A</th>
<th>Frederick Board</th>
<th>X</th>
<th>Bob Brown</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Odell Moon</td>
<td>A</td>
<td>Justin Gatewood</td>
<td>X</td>
<td>Steve Garcia</td>
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<td>X</td>
<td>Joe Pendleton</td>
<td>X</td>
<td>Tim Isbell (1:10)</td>
<td>X</td>
<td>Karen Hardy</td>
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<tr>
<td>X</td>
<td>Henry Young</td>
<td>X</td>
<td>Renny Thoms</td>
<td>A</td>
<td>Robert Sewell</td>
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Non-Voting Present: Deedee Orta, and Shirley Snell-Gonzalez (recorder).

As there are new members on the committee, each person introduced themselves. Steve Garcia welcomed everyone.

1. The meeting was called to order at 12:52 p.m. by Steve Garcia, on behalf of Tim Isbell, Chair.
2. See below *

NEW BUSINESS

3. There was no new business to discuss. Ms. Orta stated that last year’s minutes were reviewed, and the committee is pretty much on, if not ahead of schedule, for this time of year.

OLD BUSINESS

4. Tier II Meeting Discussion: Deedee Orta reported that she has had additional discussions with Dr. Wagner and Peter Maphumulo as to specific itemizations of the prioritization requests. The remainder of the breakdown of Dr. Maphumulo’s areas is due today. Ms. Orta will follow-up with the assigned sub-committee and bring back to this committee for appraisal. Approximately $300,000 has been approved for augmentations by Dr. Wagner, but that amount may be increased. More information will be available regarding the overall budget after the Chancellor’s Office Budget Workshop at the end of the month. Ms. Orta explained the process to the new members as to how requests are reviewed and approved, to include the rubric used by the sub-committee, scoring, prioritization, etc. Ms. Hardy suggested that the new members be provided a copy of the rubric. It was also stated that the established timelines for the augmentation review process are close to being adhered to. Staff positions are not included in this review process.

5. Liaison Coordinator of AP 6200: Ms. Orta related that had there been a person in place to explain and remind staff of the PRAISE process, we would be able to adhere to a timetable and be able to stay on top of this course of action. AP 6200 outlines how the budget process is to take place. Ms. Orta stated that this responsibilities should fall into her arena. A motion was made by B. Brown with a second by J. Pendleton that the Budget Analyst be appointment at the Liaison Coordinator of AP 6200. The motion passed.

Chairman Isbell arrived at 1:10 p.m. and assumed presiding over the meeting. Quorum was established at 1:11 p.m.
*Approval of the Minutes:* The minutes of the June 3, 2015 meeting were presented. Motion made by S. Garcia second by R. Thoms to approve the minutes as offered.

**STANDARD TOPICS**

6. **Budget Update:** Deedee Orta stated that Dr. Wagner, Karen Hardy and she will be attending the Budget Workshop at the end of the month, wherein the hope is to confirm funding for the 2015-16 fiscal year that we will use to base our Adopted budget. Since we did not meet the FTES base at P2, we will go into stability. The District will be examining whether we should continue trying to be a "mid-size" college or revert back to a "small" size college; the difference is about $1.1 million in basic allocation funding. It’s a matter of supply and demand that we need to look at. The demand should drive what is done as far as establishment of courses. The tendency is to add classes if there is a need of more students. Should we be addressing the need of retaining current students? Should we be looking at where the growth occurs? Should we look at comparison rates of on-line vs. lecture courses? This information is obtainable in MIS and/or the Research department. It was also suggested that IR could conduct a survey of students as to why they are dropping classes and identify where the difficulties are that the students are having. Enrollment management committee is not currently meeting, but maybe we should suggest that the committee be re-established. This topic will be placed on the next meeting agenda as to developing a recommendation to the Senior cabinet and College Council for the re-establishment of an Enrollment Management Committee. Mr. Isbell will pull the previous recommendation and bring to the next meeting.

7. **Campus Communication (committee members):** Ms. Hardy reported that Fiscal Services Year-End is July 30th and asked that the date be adhered to as expenditures are required to be applied in the correct year of purchase. The Dr. Reddy Health and Science building is moving along nicely. The ribbon-cutting ceremony is scheduled for August 28th. Road construction is underway on Jacaranda. The Southern California Logistics Airport (SCLA) site will have network connection as of the fall semester. New deans were approved at the recent board meeting. Mr. Garcia reported that the management group is planning an orientation of sorts wherein a "buddy" will be assigned to all new management employees. This staff member will assist the new hire with acclimating them to the college by leading them through the various areas of need, i.e., Campus Police Office for a parking permit, Fiscal Services if in need of a credit card, etc. The Management Team’s goal is to encourage Human Resources to establish an enhanced system for new hires for orientation of their new environment, as well as exiting staff to return credit cards, keys, etc. Lastly, there will be new construction occurring in building 10 to house the Center for Institutional Excellence Office.

8. **Other:** No other business was discussed.

9. **Next Scheduled Meeting:** The next meeting is scheduled for August 5, 2015.

10. **Adjournment:** The meeting was adjourned at 1:46 p.m.