PLANNING & BUDGET COMMITTEE

Date: Tuesday, August 28 2011
Time: 3:30 p.m.
Location: Board Room

Members Absent: Kenneth Bearden, Samia Yaqub
Guests: Dr. Kim Perry

I. ACTION ITEMS
At 3:32 p.m., Andy Suleski called the meeting to order.

a. Election of Chair for 2012-13
Brad Zuniga was elected to serve as Chair for 2012-13.  MSC Hansen/Bartlett

b. Consider approval of the 05/29/12 minutes
The minutes of the 5/29/12 meeting were approved as presented. MSC Hansen/Micalizio

II. DISCUSSION

a. Planning & Budget Committee Charter - Andy
Andy reviewed the Planning & Budget Committee Charter and discussed the roles and responsibilities of the members of the Committee. In addition to some formatting cleanup, changes will be made as follows: the Management Association representatives will serve 2 year staggered terms, the Vice President for Learning will be changed to Vice President for Student Learning and Economic Development and an annual report regarding Grants will be added.

b. Planning & Budget Annual Calendar - Andy
Andy reviewed the Planning & Budget Annual Calendar. Election of the chair will be moved to May and the Strategic Planning Retreat will be added to the 2012-13 calendar in January.

c. Budget Update - Andy
Andy provided information regarding the Final Budget. This document will be presented to the Committee at the next meeting on September 11, 2012. Andy also presented an article by Perry Smith which gives a synopsis of both tax initiatives that will be on the November 2012 ballot. Andy also reminded members of the Committee about the rules for advocacy and that no district resources can be used to take sides on any tax measure, bond measure or a trustee who is up for election. Information may be given, but do not advocate either side of a ballot measure. Dr. Perry said that guidance will be sent out to faculty and staff regarding the “do’s and don’ts of advocacy”.

d. Review Board Budget Criteria
Each October, the Board of Trustees reviews their Budget Criteria for the next budget year. The Planning & Budget Committee is asked to review the Board’s criteria and make recommendations for the criteria. The Committee is asked to review the criteria from last year and send any comments to Andy, Brad or Kim. At the next meeting, the Committee will approve the recommendations to the Board.

e. Balanced Scorecard
Les provided information regarding the Balanced Scorecard. This is a tool that is given to the Board during their retreat to give them an idea as to where we are in longitudinal data. This tells us where we are putting our resources and what is working for us. This tool helps us make sure
that what we are doing with our data indicators matches our strategic plan.

f. **Accreditation Follow-Up Surveys**
   Les reported that we will be asking the same questions in the follow-up survey in order to get a good indicator of the outcomes. We will move forward with the surveys in mid to late September.

g. **Changes to Accreditation Standard III D Financial Resources**
   Les reviewed the letter and the changes we received from WASC regarding the changes to Annual Financial Report Monitoring. The changes go into effect immediately.

h. **Progression Model**
   Les reviewed the Progression Model which is from the model presented at Institute Day. Les would like to get feedback on the process that is outlined in the document regarding outcomes and lead committees for each step.

i. **Planning Calendar**
   Les provided a brief review of the planning calendar. Due to the lateness of the hour, it was decided to table the discussion to the next meeting.

j. **Fall Forum Planning**
   Tabled to the next meeting.

### III. ITEMS FOR THE NEXT AGENDA – September 11, 2012 @ 3:30 p.m.
- Planning Calendar
- 2012-13 Final Budget
- Progression calendar
- Budget Update
- Fall Forum Planning
- Unit planning guidance
- Approval of Charter
- Budget Criteria Recommendation

### I. ADJOURNMENT
At 5:08 p.m. the meeting was adjourned.