MINUTES

PLANNING & BUDGET COMMITTEE

Date: Tuesday, October 23, 2012
Time: 3:30 p.m.
Location: Board Room

Members Present: Kenneth Bearden, Peter Dahl, Les Jauron, Samia Yaqub, Brad Zuniga, Lisa Husar, Cameron Hoffman (Associated Students)

Members Absent: 

Guest: Dr. Kim Perry, Alexander Milliken (Associated Students)

I. ACTION ITEMS
At 3:38 p.m., Brad Zuniga called the meeting to order.

a. Consider approval of the 10/09/12 minutes
The minutes of the 10/09/12 meeting were approved.

II. DISCUSSION

a. Accreditation Follow Up Survey Update.
The Accreditation follow-up surveys have been sent out. We received 963 responses to the student survey and 180 to the employee survey. We are going to send both out again and close them at the end of October.

There was a problem, however with Regroup in the dissemination of the student survey. It was send to faculty and staff who have taken classes at Butte College as well as students. PROD will work to determine the scope of this issue and how it impacted the results.

The committee reviewed the student survey. Les talked about the similarities between this survey and the last student survey done in 2010. He went over some of the key indications from the students. The results Les discussed are preliminary as the survey is still open.

Teresa Ward has sent out a Basic Skills survey and these results are very similar to the results she has seen. Two major themes that came out of both surveys- class schedule and ability to see a counselor.

It was suggested to next time move question 13 (I have identified a program of study or a major) up in the sequencing.

There was a small glitch in the age ranges which will need to be fixed for next time – age range 31-35 was missing.

Overall, the survey results are encouraging from many perspectives to include our ability to communicate with students, the number of students who believe they have educational plans and academic programs, student awareness of course and program goals and objectives, sustainability awareness.

b. Fall Forum Planning.
This is the last meeting scheduled before the forum. There was a discussion of impacts of Prop 30 passing and if Prop 30 fails. The forum would be a good time to discuss the matrix (what we already have on the table). It might be a good time to discuss philosophy.
Discussion points can include: the 50% law, FON, Board Budget Criteria, philosophy, and ideas already on the table. We should be prepared to talk about unit plans and why we still need to do these. Discuss timeline – how will we get input before the plan to address the shortfall is developed?

**Format of the Forum**
Introduction - Kim
Budget Realities - Andy
Enrollment Management - Al
FON, 50% Law, Schedule - Samia
Philosophy
Ideas already on the table (matrix)
Process - Les
Next Steps
Collecting Questions for December Forum (provide a deadline for sending in questions)

How to solicit and collect questions – have paper, pens, boxes at the forum. Provide multiple options available so people can remain anonymous if they wish. Questions should be able to be provided at the forum, through constituent groups, and directly to administration.

Questions from students – There might be a different forum needed for students that focuses on the impacts to students. This could be expanded to encompass other student issues such as Financial Aid and Access. We would want to have this forum around the same time as the first forum.

The idea is to have two forums. The second forum would be to garner input from constituent groups. We need to have the second forum as soon as possible after the first one. It was decided to have the second forum on December 4 at 3 p.m. and have a planning meeting on Nov. 27th to coordinate the second forum.

It is possible to have the student forum on the same day as the second forum – December 4th. Cameron Hoffman is going to discuss the idea with the Associated Students.

**III. ITEMS FOR THE NEXT AGENDA – November 27, 2012 @ 3:30 p.m.**
- Debrief November Budget Forum
- Plan for December 4th Forum (possibly Student Forum at AS meeting as well)

**IV. ADJOURNMENT**
At 4:48 the meeting was adjourned.