PLANNING & BUDGET COMMITTEE

Date: Tuesday, September 11, 2012
Time: 3:30 p.m.
Location: Board Room


Members Absent:

Guests: Dr. Kim Perry

I. ACTION ITEMS
At 3:35 p.m., Brad Zuniga called the meeting to order.

a. Consider approval of the 08/28/12 minutes
   The minutes of the 08/28/12 meeting were approved as presented. MSC Renville/Dahl

b. Consider approval of the changes to the Charter.
   The changes to the Charter discussed at the previous meeting and at this meeting were approved. MSC Hansen/Dahl

c. Consider approval of the recommendations to the Board Budget Criteria
   The Board Budget Criteria recommendations were approved as presented. MSC Hansen/Renville

II. DISCUSSION
a. 2012-13 Final Budget Review
   Andy provided a review of the 2012-13 Final Budget which will be before the Board of Trustees at the September 12, 2012 meeting for approval.

b. Budget Update
   There is nothing new to report on the state budget. Andy provided information regarding Athletic Transportation. For some time, the cost of transportation for athletics has been charged to the Student Transportation fund and it should have been charged to the General fund. Andy will ask the Committee to approve moving the expenses for Athletic transportation to the General Fund at the next meeting.

c. 311 Quarterly Report
   Trevor provided the 4th quarter 311 update for 2011-12. The Quarterly Financial Status Report for the quarter ended June 30, 2012, indicates that the District is financially stable and details the following: 92% of the total estimated revenue has been charged or received (97% unrestricted); 91% of the total expected expenditures have been expended (98% unrestricted); the Reserve for Contingency is 5% of total expenditures; changes in revenue and expenditures have occurred due to revisions to categorical funding and adjustments made by programs.

d. Continuous Improvement Calendar
   Les provided a review of the 2012-13 Continuous Improvement Calendar.

e. Student Progression Model and Stackable Completion Model
   Les provided a review of both the Student Progression Model and the Stackable Completion Model.
f. **Unit Planning Guidance**
Les provided the Unit Planning Guidance memo for 2012-13 for the Committee to review. A major change will be that we will move to an automated unit planning process. After discussion, Les will bring a revised memo to the Committee at the next meeting for review.

Discussed whether the unit planning guidance should double as the request for budget reductions, but the committee decided to stick with the unit planning guidance as presented.

g. **Fall Forum Planning**
It was decided that the Fall Forum would be held after the November election.

### III. ITEMS FOR THE NEXT AGENDA - September 25, 2012 @ 3:30 p.m.
- Approval to move Athletic Transportation expenses to the General Fund
- Budget Update
- Fall Forum Planning
- Unit planning guidance

### IV. ADJOURNMENT
At 5:08 the meeting was adjourned.