MINUTES

PLANNING & BUDGET COMMITTEE

Date: September 2, 2008
Time: 3:30 p.m. - 4:30 p.m.
Location: Board Room - President’s Side

Members Present: Teri Jo Buckman, Jo Anne Cripe, Ruth Ann Hansen, Les Jauron, Ken Meier, David Payne, Al Renville, Clinton Slaughter, Trevor Stewart, Andy Suleski

Members Absent:

Guests:

I. ACTION ITEMS

   At 3:37 p.m., David Payne called the meeting to order and welcomed new member, Teri Jo Buckman, President of the Classified Senate.

   a. Elect Chair for 2008-09
      Ruth Ann Hansen nominated David Payne as Chair for the 2008-09 year. The nomination was seconded by Jo Anne Cripe. Voting was unanimous.

   b. Consider approval of 06/05/08 Minutes
      Jo Anne Cripe moved for approval of the minutes. The minutes of the 06/05/08 minutes were approved as presented.

II. DISCUSSION

   a. Review Duties and Role of Committee
      Andy reviewed the duties and roles of the committee members. Les suggested that the Researcher be asked to join the Committee as a primary person that owns the Assessment piece of the PBA process. David expressed concern that if the Researcher becomes a member of the committee, he no longer has the distance with this committee. Andy asked if a valid assessment of the process can be accomplished from a member of the committee. Jo Anne felt that the researcher should know as much about the college as possible and not work in a vacuum. Ken expressed concern for the amount of time the Researcher has available. After additional discussion, it was decided that this item would be placed on the agenda for the next meeting.

   b. Review and Recommendation on Budget Criteria
      The determination was made to e-mail comments regarding the 2009-10 Budget Criteria to Andy and/or Kim by September 12, 2008.

   c. Budget and 2008-09 Augmentation List Update
      This has been a record setting year with no state budget passed. The impact to education is two months without apportionment. Butte College is more fortunate than other districts that have to go out and borrow money. Ruth Ann suggested that Andy send out another budget update campus-wide. Jo Anne suggested that it include a simple statement that the money in reserve is what is keeping us from having to borrow money as other districts.

      The Tentative Budget was drafted with all of the 108 prioritized items from the Augmentation List. The Board was told that it meets all of the Boards criteria except the 50% law and that we would do everything we could to try to bring a final balanced budget to the board. Ken stated that Andy and Trevor did a brilliant job to find areas to recode to get compliant to the 50% law for 07-08. Jo Anne asked if a list of those items would be available.

      Andy reviewed the augmentation list of 8/21/08 with new changes totaling $624,000 in
reductions. We will be able to present a balanced budget meeting the 50% law to the Board in October.

d. **311Q Update**
   This item was deferred to the October meeting.

e. Ken sent out a report this morning indicating we are 8% up from last year and it seems to be holding. Clinton and Ken are predicting a 5-6% FTES growth. Hopefully, by census data, we will be at 5-6% growth. Clinton thinks a 4% increase is not unreasonable. We are seeing more CSUC students since fees increased and we have been successful in changing student enrollment behaviors by encouraging students to register early.

f. **Proposed PBA Process Change**
   As time was short, Les indicated that we would have this item back at the next meeting.

g. **Unit Planning Guidelines**
   Les presented the draft letter for the 2009-10 Unit Planning Guidelines asking for unit plans to be done by November 14, 2008. Les requests that the Committee review the draft guidelines and e-mail him with any comments or suggestions no later than Friday, September 5, 2008. He wants to get the guidelines out as soon as possible.

h. **Strategic Direction**
   This item was deferred to the October meeting.

i. **Fall Forum Planning**
   This item was deferred to the October meeting.

j. **Next Meeting Date**
   Tuesday, October 7 at 3:30 p.m.

### III. ITEMS FOR NEXT AGENDA
- 2008-09 Final Budget Document
- Review of Charter
- 311Q Report
- Proposed PBA Process Change
- Strategic Direction
- Fall Forum

### IV. ADJOURNMENT
At 5:02 p.m., the meeting was adjourned.