PLANNING & BUDGET COMMITTEE

Date: October 11, 2007
Time: 1:30 – 3:00 p.m.
Location: Board Room – President’s Side

Members Present: Jo Anne Cripe, Ruth Ann Hansen, Les Jauron, Ken Meier, David Payne, Clinton Slaughter, Magian Smith, Trevor Stewart, Andy Suleski
Members Absent: Devon Potter, Al Renville
Guests:

I. ACTION ITEMS
At 1:38 p.m. David Payne called the meeting to order.

a. Minutes of September 14, 2007 meeting
   The Committee approved the minutes of the September 14, 2007 meeting. The minutes stand as written

b. Review & approve revisions to the Planning & Budget Committee Charter
   Motion by Ruth Ann Hanson to change the Special Assistant to the President to Vice President of Planning & Information. Seconded by Joanne Cripe. Motion carried.
   Motion by Joanne Cripe to strike the Special Assistant to the President from the Charter. Seconded by Clinton Slaughter. Motion carried.
   Approval to accept the Planning & Budget Committee Charter with the revisions: Ayes: Cripe, Meier, Slaughter, Hanson; Noes: Payne; Abstentions: None.

II. INFORMATION/DISCUSSION ITEMS

a. Draft of Working Planning & Budget Timeline - Andy
   Andy reviewed the draft of the working Planning & Budget Timeline. This is a working document of the tasks and steps involved in the Planning and Budget process.

b. 2007-08 Final Budget - Andy
   Andy reviewed the change to the final budget document adopted by the Board. There is an addition of instructional equipment and match of $75,000 in onetime dollars for instructional equipment and scheduled maintenance. This is a state required match. We had already incorporated the instructional equipment 123,000 but didn’t include the district match. We need to make sure it is on the augmentation list and not forget it.

   The change on the document is on page 18 top right hand corner, $4.3 million in one-time expenditures. We added $185,000 in expenditures for the match requirements for instructional equipment and scheduled maintenance.

   Ken expressed his concern regarding the inadequacy of the library budget.

c. Potential benchmarks for initiatives and strategies - Les
   Les presented a draft of the Strategic/Educational Plan. This has been reframed to make it easier for folks to understand. The new format outlines the 5 strategies that came out of the strategic planning process and under each strategy the initiatives that go along with that strategy are listed. This is an attempt to make it more general and focus more on student learning and make it easier for people to react. The idea was to continue doing
what we are doing.

Ken stated that this is very much in line with what came out of the strategic planning workshop.

Andy asked how we use this as we create our unit plans. The unit plans should tie into one or more of the 5 strategies. There was misapprehension that the unit plans had to relate to all the initiatives. It helps if the unit plan ties into something specific.

**d. October 30 Forum Planning**

Andy asked the Committee what topics should be covered at the Forum.

Ruth Ann suggested we discuss how organized the Committee is getting and cover the new responsibilities that have been added to the Committee.

Other topics to be covered:

- New information regarding the 08/09 budget
- Faculty obligation - where we stand now.
- Prioritizing new faculty hires
- Enrollment Update
- Consultant for Technology Information
- Estimate of available dollars for unit plans
- 50% law

**III. ITEMS FOR NEXT AGENDA 11/30/07**

- Feedback from forum
- Discuss strategic direction
- Initiatives
- Faculty Priorities

**IV. ADJOURNMENT**

At 2:49 p.m. the meeting was adjourned.