PLANNING & BUDGET COMMITTEE

Date: September 14, 2007
Time: 3:00 – 4:30 p.m.
Location: Board Room – President’s Side

Members Present: Jo Anne Cripe, Ruth 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 3:08 p.m. David Payne called the meeting to order.

a. Minutes of August 21, 2007 meeting
The Committee approved the minutes of the August 21, 2007 meeting. MSC Cripe/Meier

b. Review & approve revisions to the Planning & Budget Committee Charter
After lengthy discussion regarding revisions to the Planning & Budget Committee Charter, David asked that the item be tabled until the next meeting.

c. Review & approve recommendation of 2008-09 Budget Criteria
Andy reviewed the Board Budget Criteria for 2008-09. The Board will consider recommendations from the Planning & Budget Committee regarding changes. The Committee recommended minor modifications to the Budget Criteria for Board consideration. MSC Cripe/Slaughter pending review of identified changes

II. INFORMATION/DISCUSSION ITEMS

a. Draft of Final 2007-08 Budget - Andy
Andy reviewed the draft of the Final Budget document and identified the modifications made from the Tentative Budget.

b. Augmentation List - Andy
Andy reviewed the 2007-08 Augmentation List identifying that the part-time counseling request on page 4 was moved from the on-going column to one-time and funded.

c. 2007-08 Meeting Schedule - Andy
Due to scheduling conflicts, the previously planned meeting dates need to be revised.
The following are the dates that were scheduled:
Thursday, October 11 1:15 – 3:00 p.m. regular meeting for Planning & Budget Committee
Tuesday, October 30 2:30 – 4:00 p.m. for Planning & Budget Forum
Friday, November 30 3:00 – 4:30 regular meeting for Planning & Budget Committee

d. Enrollment Management Update - Ken
Ken provided the Enrollment Management Update. FTES is down by 3% and the head count is flat. As of today, we are up 26 students. Productivity fill rates are up 6%. We budgeted for 4% decline.
We are having extensive discussions on enrollment strategies for the next three years.
e. Planning Update - Les
Les provided the planning update.

f. Committee Role in Development of Strategic/Educational Plan - Les
Les asked that the Planning & Budget Committee serve as the Steering Committee for the district strategic plan and direction and would also review benchmarks and outcomes. This was added to the Charter under section B Role of the Planning & Budget Committee.

g. Initiative Coordination (draft) - Les
Les reviewed the changes to the Initiatives from the input at the last meeting. The initiatives were reordered based on David’s input and #4 was added. Each of these has one entity that is responsible as the lead for the initiative. Clinton asked how the initiatives were prioritized. Les said the list was prioritized based on the students. Clinton asked why basic skills isn’t a higher priority than international students. Les indicated that that will be changed and basic skills will be higher priority. Ken suggested it be moved between #4 & #5.

h. Unit Planning Guidance (draft) - Les
Data templates are going to be available on the webpage. Changes that Ken asked for regarding the program SLO have been made.

### III. ITEMS FOR NEXT AGENDA
- Charter
- Forum Planning
- Potential benchmarks for initiatives and strategies

### IV. ADJOURNMENT
At 5:05 p.m. the meeting was adjourned.