



PLANNING AND BUDGETING COUNCIL (PBC) MEETING MINUTES

Present: Dr. John al-Amin (*co-chair*), Robert Cabral (*co-chair*), Erika Endrijonas (*Ex-Officio*), Andrew Cawelti, Marie Butler, Jonas Crawford, Diane Eberhardy, Tom O'Neil, Ana Maria Valle, Carolyn Inouye, Lisa Hopper, Linda Robison

Guests: Dr. Duran, Karen Engelsen, Cynthia Herrera, Gail Warner, Jeff Erskine

Meeting Date: **05/18/11** Minutes Approved: **05/04/11** Recorded By: Darlene Inda

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

DISCUSSION/DECISIONS

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| I. Called to Order | AT | The meeting was called to order at 2:08 p.m. |
| II. Approval of Minutes | AT | The Council reviewed the meeting minutes of April 20, 2011. A. Cawelti moved to approve the meeting minutes, T. O'Neil seconded, and <i>the motion carried unanimously.</i> |
| III. Resource Request Review | AN | R. Cabral stated that the Council will be reviewing and ranking requests from Student Services, PEPC, and Business Services. J. al-Amin suggested that the Council start with the ranking of Personnel first. |
| | I | R. Cabral stated that the final ranked list will be forwarded to the President and does not include "Maintenance/Replacement of Faculty or Staff". |
| | I | The Council reviewed each personnel request and discussed how to rank them. There was an issue of "Amount Requested". J. al-Amin stated that the amount requested should have no bearing on the ranking process and asked that it be hidden on the spreadsheet. |
| | I,D | The Council had a discussion on the top #1 ranked position's and were having difficulty on deciding how to vote. C. Inouye talked about certain existing positions and programs and stated that we need to look at what we have now and what we had before because with limited resources we need to look at what is essential. |

- AT T. O'Neil recommended that the top #1 ranks (Admin Asst. I for Fire Tech, Custodian, and Counselor) change from full-time to part-time positions. The Council agreed on the recommendation with the exception of the Custodian position.
- I K. Engelsen distributed a Student Services Staff Reductions handout to the Council which showed reductions in her Department.
- AT R. Cabral and J. al-Amin recommended going no deeper than the first 5 ranks and the Council agreed. The Council then went through each of the (3) #1, (3) #2, (3) #3, (2) #4 and (3) #5 ranks for a total of the top 14 ranks.
- AT The Council decided that it would be a good idea to have a combined PEPC and PBC meeting in the Fall to discuss the guidelines.
- I As the Council moved onto the next list of "Other Requests", John discussed the General Fund and stated that it does not go to the construction of buildings and that bond money takes care of it. He added that if it's a Capital project, it goes to the Facilities Plan. He also stated that the General Fund is for resources above and beyond the current supply or equipment budget.
- AN A question from the Council arose regarding PERKINS funds and it was requested that the "Other Requests" list show which items have been funded by PERKINS.
- AT Because of the long list of "Other Requests" the Council had to rank, J. al-Amin had D. Inda go through the list on screen and delete out the items that had already been funded or belonged to another plan. J. al-Amin then requested that D. Inda put a revised list together with each program's top rank and bring it to the next meeting on May 18th as there isn't enough time at this meeting to finish the list.

IV. Budget Development Model Review and Finalization

- AT J. al-Amin stated that the recent refinements are on pages 6, 7, and 11 in italics. He asked the Council to review the changes.
- I,D K. Engelsen asked about page 11C and the introduction of PEPC. She stated that we need to talk about all three departments together or none at all. J. al-Amin agreed with her but stated that he wants to keep this a very concise document and doesn't believe that Business Services Council should be included. E. Endrijonas

recommended pulling out C all together and making reference to PEPC in the last paragraph on page 7. J. al-Amin said that everything we should be doing is on Page 8 and that we need to operate on this specific rubric. He added that this is a living document and will be updated as necessary. E. Endrijonas stated that it will get reviewed and/or updated and published each year.

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| | AT | A motion to accept the Budget Allocation Planning Development Process with refinements stated was moved by A. Cawelti, seconded by J. Crawford, and <i>the motion carried unanimously</i> . An official copy will go on the Accreditation website. |
| Other Item: Mission Statement Review Process | I,D | The final copy of the Mission Statement has been accepted. M. Butler asked how often it's updated and there was a discussion amongst the Council that it's every five years. Dr. Duran stated that the manual says every 3-5 years, however, it does not have to wait until the fifth year and can be updated earlier. He added that the State may take out Life Long Learning which would cause us to review our Mission sooner than later. He also stated that it could coincide with the EMP and that if we started in 2014 it could be the feeder in the planning process for the EMP and FMP which would follow the Mission. J. al-Amin stated that if we did it every 3-5 years it would put us off cycle with the Accreditation timeline. |
| V. Discussion Item: Guiding Principles | I | The Council reviewed the Guiding Principles document and R. Cabral asked if there was any discussion on the document. He stated that he will report back to PEPC that there were no comments. |
| VI. Informational Item: Accreditation | I | None |
| VII. Adjournment | AT | The meeting adjourned at 4:20 p.m. |
| VIII. Future PBC Meetings | | <ul style="list-style-type: none"> ○ May 18, 2011 |