

# Strategic Planning and Budget Council

February 1, 2012  
SSV-151

**DRAFT**

<b>Called to order:</b>	2:30 pm	Regular Meeting
<b>Co-chairs:</b>	Tom Brundage and Christos Valiotis	
<b>Attendees:</b>	T. Brundage, C. Valiotis, S. Lowry, S. Turner, B. Razo, D. Keelen, C. Madlock, T. Younglove, L. Trimble, K. Oliveira, P. Ford, L. Grishman, J. Halliday, J. Paul, M. Valenzuela, M. Vasquez, C. Hoover, L. Uhazy, J. Zimmerman, K. Carlson	
<b>Resource documents:</b>	Budget Forecast, January 31, 2012; Justification for Accounting Assistant II Position-Business Office dated 1-10-12; Justification for Biological Sciences Laboratory Technician dated 1-27-12.	

## Minutes

### 1. Approval of Minutes

Minutes of the December 7, 2011 meeting were approved.

### 2. Committee Restructure

**C. Valiotis**

**Discussion:** C. Valiotis briefed the council on his research of what other colleges are using as planning models. He found that districts seem to follow two basic models: 1. An overall planning group with subcommittees, much like we have now. What they do differently is that the planning committee makes recommendations to the budget subcommittee. Those recommendations are driven by the goals of the college, program review and SLO's. 2. Other districts operate with the planning and budgeting modules completely separate. Other observations:

- The largest committee identified is about 15 employees; most have no more than 10-12 members.
- We do a lot of work in the main body that could be done outside the council.
- It is very common that someone other than the VPAS is the co-chair; it is usually the Director of Institutional Effectiveness. Mr. Valiotis proposes that we name the Director Institutional Effectiveness as co-chair.

After a brief discussion, Mr. Valiotis suggested that we hold a retreat specifically to discuss restructuring the committee, defining the overall blueprint of the council, and to identify any changes we would like to make to the existing council. Any changes should be made by the end of the semester. He suggested that three or four people get together to plan the agenda.

**Conclusions:** It was agreed to meet March 2, 9:00 am to noon to discuss the restructuring of the council and address any inefficiencies.

**Action items:** Form a task force to establish the agenda for the retreat.

Person responsible:  
C. Valiotis

Deadline:  
2-7-12

### 3. Budget Presentation

**D. Keelen**

**Discussion:** Diana Keelen reviewed the budget forecast that was presented to the Board of Trustees at the recent Board Retreat. Deans and Directors were encouraged to have their staff attend the upcoming special board meeting when the forecast will be presented again. Sharon Lowry noted that we are planning the schedule based on the 584 FTES reduction. Mr. Brundage pointed out that the District was extremely smart in maintaining an 11%+ reserve; without it, we would be facing even more difficult challenges.

<b>4. Staffing Requests</b>		<b>Keelen/Uhazy</b>	
<b>Discussion:</b> There was brief discussion to replace the Accounting Assistant II position in the Business Office and the Biological Sciences Lab Technician.			
<b>Conclusions:</b> There was consensus to fill both positions			
Action items:		Person responsible:	Deadline:
<b>5. Announcements</b>		<b>All</b>	
<ul style="list-style-type: none"> <li>• Based on the recommendation of the council to allocate \$870,000 to be used for classified support positions, Dr. Fisher made the following recommendations to the Board of Trustees: <ul style="list-style-type: none"> <li>0.5 Campus Events Utility Worker</li> <li>0.6 Campus Events Utility Worker</li> <li>1.0 Maintenance Electrician</li> <li>3.0 Custodians</li> <li>2.0 Skilled Maintenance Workers</li> </ul> </li> </ul> <p>This is a total expenditure of \$389,022. Pam Ford wanted it noted that the District did not follow process and therefore she was unable to provide her input. Mr. Brundage disagreed with Ms. Ford's assessment; the process was followed.</p> <ul style="list-style-type: none"> <li>• Nursing Skills Lab and Simulation Instructor will be funded at 50% District and 50% Grant.</li> <li>• Computer Services Technician will be funded as a 50% position by the STEM Grant.</li> </ul>			
<b>Additional Information</b>			
Next regular meeting: February 15, 2012			
SPBC Retreat: March 2, 9 – noon, SSV 151, Board Room			