



# Planning & Budget Committee Meeting Agenda

FRIDAY, MAY 20, 2016

9:00 A.M.– 11:00 A.M.

ROOM L246

<b>FACILITATORS</b>	Tim Flood, Vice President for Business and Financial Affairs Linda Gilstrap, Dean, Office of Institutional Effectiveness Patti Flores-Charter, Academic Senate President
<b>NOTE TAKER</b>	Janell Ruiz, Administrative Assistant Confidential, VP BFA
<b>PLEASE READ</b>	Minutes of May 6, 2016
<b>PLEASE BRING</b>	Agenda and minutes if desired
<b>GOALS 2015/2016</b>	<ol style="list-style-type: none"> <li>1. Complete 6000 and 3250 Policy/Procedures</li> <li>2. Complete 6300 with Ad Hoc Committee</li> <li>3. Develop and implement Institutional/Budget Combined Planning Calendar</li> <li>4. Finalize Strategic Plan</li> <li>5. Develop 5-year Budget Plan/Projections</li> </ol>

<b>PLANNING &amp; BUDGET COMMITTEE MEMBERS</b>		
<b>Tri-Chairs: Tim Flood, Linda Gilstrap and Patricia Flores-Charter</b>		
<b>VOTING MEMBERS:</b>		<b>VOTING MEMBERS (continued):</b>
<i>2 Academic Senate:</i>		<i>2 ASO Student:</i>
<ul style="list-style-type: none"> <li>• Andrew Rempt</li> <li>• Angela Rock</li> </ul>		<ul style="list-style-type: none"> <li>• Vacant (not calculated in quorum)</li> <li>• Vacant (not calculated in quorum)</li> </ul>
<i>2 CSEA:</i>		<i>1 Confidential:</i>
<ul style="list-style-type: none"> <li>• Hilda Carey</li> <li>• Tammy Ray</li> </ul>		<ul style="list-style-type: none"> <li>• Alfredo Farah</li> <li>• Diana Haskins</li> </ul>
<i>2 SCCDAA:</i>		<i>1 IPRC:</i>
<ul style="list-style-type: none"> <li>• Linda Hensley</li> <li>• Vickie Kimbrough</li> </ul>		<ul style="list-style-type: none"> <li>• Randy Beach</li> </ul>
<i>2 Administration: (rotating)</i>		<b>NON-VOTING MEMBERS</b>
<ul style="list-style-type: none"> <li>• John Clark, VP ES</li> <li>• Tim Flood, VP BFA</li> <li>• Angelica Suarez, VP SA</li> <li>• Kathy Tyner, VP AA</li> </ul>		<ul style="list-style-type: none"> <li>• Elena Arteaga, SCEA</li> <li>• Maria E. Martinez-Sanabria, SCEA</li> <li>• Melinda Nish, S/P</li> <li>• Mink Stavenga, (resource)</li> <li>• Wayne Yanda, Director of Finance (resource)</li> </ul>
<i>Guest(s):</i>		<i>Recorder: Janell Ruiz, Confidential BFA</i>

**QUORUM: 5 VOTING MEMBERS**

## Agenda Items

	<b>TOPIC</b>	<b>PRESENTER</b>	<b>ITEM TYPE</b>	<b>TIME ALLOTTED</b>
	Call to Order	Flood/Flores-Charter/Gilstrap		2 minutes
1.	Approval of Agenda, Minutes <ul style="list-style-type: none"> <li>• <a href="#">05-06-16 Minutes</a></li> </ul>	Flood/Flores-Charter/Gilstrap	Action	3 minutes
2.	Accreditation Update <ul style="list-style-type: none"> <li>a) <a href="#">ACCJC Recommendations and Completion Status</a></li> </ul>	Hensley	Information	20 minutes
3.	State Initiatives Budget & Expenditures	Suarez/Tyner	Information	25 minutes



4.	Planning Priorities Possible Funding Sources and Parameters	Flood/Flores-Charter/Gilstrap	Information	35 minutes
5.	Tentative Budget Book Draft Review Budget Forum & Workshop	Flood	Discussion	20 minutes
6.	<a href="#">6300 AP - Fiscal Management</a>	Flood/Flores-Charter/Gilstrap	2 <sup>nd</sup> Read	10 minutes
7.	Board Policy & Administrative Procedures Updates	Flood/Flores-Charter/Gilstrap	Discussion	5 minutes
	Adjournment			

## Next Meeting: September 2, 2016

### Coming Attractions:

Initiatives/Grant Presentations: SSSP, SEP, Basic Skills, Title V  
 Prioritization Budget Process Evaluation/Prioritization Final Expenditures 14/15  
 Planning and Resources Development Document  
 Linking Fiscal Allocation to Strategic Plan  
 Form Enrollment Management Ad Hoc  
 Utilities and Auxiliary Funds



# Planning & Budget Committee Meeting Minutes

MAY 20, 2016

9:00 A.M. – 11:00 A.M.

LOCATION: ROOM L246

<b>Members</b>	
<b>Chairs: Tim Flood, Patricia Flores-Charter, and Linda Gilstrap</b>	
<p><b>VOTING MEMBERS:</b></p> <p><i>2 Academic Senate:</i></p> <ul style="list-style-type: none"> <li>• Andrew Rempt</li> <li>• Angela Rock</li> </ul> <p><i>2 CSEA:</i></p> <ul style="list-style-type: none"> <li>• Hilda Carey</li> <li>• <del>Tammy Ray</del></li> </ul> <p><i>2 SCCDAA:</i></p> <ul style="list-style-type: none"> <li>• Linda Hensley</li> <li>• <del>Vicki Kimbrough</del></li> </ul> <p><i>2 Administration: (rotating)</i></p> <ul style="list-style-type: none"> <li>• <del>John Clark, VP-ES</del></li> <li>• Tim Flood, VP BFA</li> <li>• Angelica Suarez, VP SA</li> <li>• <del>Kathy Tyner, VP-AA</del></li> </ul> <p><i>2 ASO Student:</i></p> <ul style="list-style-type: none"> <li>• Vacant (not calculated in quorum)</li> <li>• Vacant (not calculated in quorum)</li> </ul> <p><i>Guest(s):</i></p>	<p><b>VOTING MEMBERS (continued):</b></p> <p><i>1 Confidential:</i></p> <ul style="list-style-type: none"> <li>• Alfredo Farah</li> <li>• <del>Diana Haskins</del></li> </ul> <p><i>1 IPRC:</i></p> <ul style="list-style-type: none"> <li>• <del>Randy Beach</del></li> </ul> <p><i>Committee Chairs:</i></p> <ul style="list-style-type: none"> <li>• Tim Flood, VP BFA</li> <li>• Patricia Flores-Charter, Academic Senate President</li> <li>• <del>Linda Gilstrap, Dean IE</del></li> </ul> <p><b>NON-VOTING MEMBERS</b></p> <ul style="list-style-type: none"> <li>• Elena Arteaga, SCEA</li> <li>• <del>Maria E. Martinez-Sanabria, SCEA</del></li> <li>• <del>Melinda Nish, S/P</del></li> <li>• <del>Mink Stavenga, (resource)</del></li> <li>• Wayne Yanda, Director of Finance (resource)</li> </ul> <p><i>Recorder: Janell Ruiz, Confidential BFA</i></p>

## QUORUM: 5 VOTING MEMBERS

### Call to Order

FLOOD/GILSTRAP/REMPT

	Called to order at 9:07.
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### 1. Approval of Agenda, Minutes

FLOOD/GILSTRAP/REMPT

<b>ACTION</b>	<ul style="list-style-type: none"> <li>• Agenda – approved with one change – item #3 has been postponed to the next PBC meeting, September 2, 2016.</li> <li>• Minutes of May 6, 2016 – approved – suggested changes to be sent to Janell.</li> </ul>
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### 2. Accreditation Update ACCJC Recommendations and Completion Status

HENSLEY

<b>INFORMATION</b>	<p>Linda H. displayed and discussed the Accreditation update. The document distributed is a list of the 15 Accreditation recommendations plus the one ACCJC recommendation. The status of each item is stated. She will email Melinda the completed document today, following a meeting this afternoon. Melinda will send the completed document to the Governing Board.</p> <p>There was also a detailed discussion regarding Enrollment Management and how the PBC may be more involved in the process in the future.</p> <p>The due date for comments on the document that Tim sent out was today. Committee is to send any comments you have to Tim before the end of the day today so he can forward to Linda G.</p>
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### 3. State Initiatives Budget & Expenditures

SUAREZ/TYNER

<b>INFORMATION</b>	Tabled to September meeting.
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### 4. Planning Priorities Possible Funding Sources and Parameters

FLOOD/FLORES-CHARTER/GILSTRAP

<b>INFORMATION</b>	<p>There was a lengthy discussion regarding the process of prioritization with many suggestions for improvement. Patti will type up the suggestions and send to Janell so it can be shared with the committee. It would be helpful to include timeline and amount for each item and to be transparent and include details!</p> <p>Tim displayed the document from Randy B. with items prioritized by SCC Wednesday. The funding sources are: Program Review Funds; Instructional Equipment Library Material Funds; Scheduled Maintenance Funds; Redevelopment Funds; Restricted Lottery Funds; Categorical Funds (Professional Development; Basic Skills; Perkins; Student Equity; SSSP).</p> <p>The committee reviewed the list and identified possible funding sources for each item.</p>
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**5. Tentative Budget Book Draft Review  
Budget Forum & Workshop**

FLOOD

<b>DISCUSSION</b>	Meeting adjourned before hearing this item.
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**6. 6300 AP – Fiscal Management**

FLOOD/FLORES-CHARTER/GILSTRAP

<b>2<sup>ND</sup> READ</b>	Meeting adjourned before hearing this item.
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**7. Board Policy & Administrative Procedures  
Updates**

FLOOD/FLORES-CHARTER/GILSTRAP

<b>DISCUSSION</b>	Meeting adjourned before hearing this item.
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**Adjournment**

<b>ADJOURNMENT</b>	Meeting adjourned at 11:00. Next meeting: September 2, 2016.
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**Next Meeting: September 2, 2016**

**Coming Attractions:**

Initiatives/Grant Presentations: SSSP, SEP, Basic Skills, Title V  
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 Dan McAllister