



Budget and Planning Committee

2/9/2009

3:30 – 5:00

Members:

*Present

Charlie Ng (co-chair)*

Catherine Pace-Pequeño (co-chair)*

Cheryl Marshall*

Alex Contreras

Kathy Crow*

Cidhinnia Torres Campos

Ralph Rabago*

Gary Williams*

Gloria Harrison (ex-oficio)

Michelle Riggs*

Ted Phillips (ex-oficio)

----- Minutes -----

Minutes approved by consensus from February 2, 2009 meeting

Committee discussed how to prioritize funding based on annual plans & program reviews.

In order to meet accreditation criteria, this committee is revising the process by which we will make recommendations for funding to the President.

Committee would like departments to meet with chairs, chairs to facilitate, coordinate, and meet with Deans to discuss their units/divisions funding priorities; the Deans should organize these in order of priority and meet with Vice Presidents who will submit the finalized priority list to the Planning & Budget Committee.

Committee requests a clear connection to the annual plan and program review to these prioritized lists for additional funding or in the case of reduced funding- areas of the budget in which a reduction of resources would have the least impact to student learning. Committee requires documentation of meeting dates and attendees to make sure everyone was involved and had the opportunity to have their voice heard.

Committee is asking the areas identified be categorized by type of funds- ongoing, one-time, etc. and also category of expense- personnel, safety, facilities, etc.

Committee recognizes the need for training the Deans & Chairs with regards to budget development possibly using a pyramid to visually see areas which are imperative and those which might be able to handle a reduction in funding. It is important that units take into account what is recoverable- example- Not filling an empty position or temporarily cutting sections to reduce the need for adjunct faculty.

This new concept for prioritizing recommendations for funding will be more efficient as the recommendations will have gone through a process. The prioritization has gone through all levels allowing the committee to view a bottom up approach in which areas of highest priority for funding recommendations have been identified.

The committee will use these priority lists as well as the program reviews, recommendations, and annual plans to recommend funding.

NEXT MEETING WILL BE IN LADM, 2/23/2009 FROM 3:30 – 4:30