



**CUESTA
COLLEGE**
PLANNING AND BUDGET COMMITTEE
AGENDA

October 2, 2012

3:00 pm – 5:00 pm- Rm. 5402 & NCC 3213

Committee Description:

Following general direction from the Board of Trustees, the Planning and Budget Committee coordinates annual planning activities ensuring broad participation from the College community and monitors the implementation of the Educational and Facilities Master Plan. In addition, the Planning and Budget Committee oversees the development and review of the annual operating budget. The Planning and Budget Committee is advisory to the Superintendent/President. Recommendations requiring Board action are presented to the Board of Trustees through the Superintendent/President. Specific to the budget development and review process, the committee will review and recommend:

- Potential additions to the College goals and priorities established by the Board of Trustees;
- The budget income and expenditure assumptions while they are being developed;
- Expenditure options given increased funding and contingency reduction plans for addressing shortfalls;
- The proposed final budget including any modifications that were made based on funding changes;
- Augmentations and shortfalls that occur during the year that may impact commitments and/or unmet needs;
- Levels of funding for faculty positions, classified/management positions, instructional and non-instructional equipment, capital outlay projects, etc. as developed by Cabinet, Shared Governance Council, or other designated groups.

Committee Members:

B. Anderson		K. Kisling		B. Miller		M. Stengel	Guests:
K. Bontenbal		M. Korisheli		P. Peachey		J. Stokes	
B. Clark		E. McDonald		T. Reece		G. Stork	
T. Frederick		S. McLaughlin		P. Rose*		D. Wulff	
J. Hoffman		A. Merzon*		T. Sommer*			Recorder: M. Foppiano

*Co-Chairs

Committee Initiatives:

ACCJC Standard(s)	In Progress	Completed	
III.D.1.a,4	X		1) Complete and assess the improved Integrated Planning Process and Calendar: (<i>Integrated Planning Manual</i>)
III.D.1			2) Facilitate the assessment of Institutional Effectiveness. (<i>Strategic Plan 3.1</i>)
III.D.1.d,4	X		3) Complete a Planning and Budget Handbook (<i>Strategic Plan Goal 3</i>).
III.D.1.d,4	X		4) Continue training for the committee. (<i>Quizzes</i>)

*Discussion on any agenda item may lead to Action

1, 2, 3,4	X		5) Effectively participate in and assess the long term fiscal planning process and the implementation of the Long Term Fiscal Plan.(Strategic Plan Goal 4) (Long Term Fiscal Plan) (Long Term Budget Reduction Plan(2013-2017)
1, 2, 3,4			6) Review the District's fiscal Board policies.
4			7) Assess progress on Accreditation Self-Study Planning Agendas.

AGENDA ITEMS - DOCUMENTS	WHO	TIME	INTENT	NOTES
1. Approval of agenda Description: <ul style="list-style-type: none"> Order of the agenda New agenda format 	All	10 min	A	
2. Approval of minutes Description: Approval of 09-18-12 Minutes 9-18-12 Minutes Proposed Outcome: Review and approval of 9/18/12 minutes. P&B Initiative <i>Institutional Objective</i>	All	2 min	A	
3. Fiscal Self-Assessment Description: Fiscal Health Risk Analysis-FCMAT 2009-10Fiscal Self-Assessment 2010-11Fiscal Self-Assessment Proposed Outcome: Assess and identify areas for fiscal improvement P&B Initiative 3, 5 <i>Institutional Objective: 4.2</i>	Sommer/ Green	15 min	I, D	
4. District's 2012-2013 Allocation Priorities Description: Update of items funded to date District's 2012-2013 Allocation Priorities Proposed Outcome: Gathering of additional funding info P&B Initiative	All	10 min.	I, D	

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<i>Institutional Objective</i>				
5. Lottery Funds Description: \$250,000 of Lottery Funds is available in 2012-2013 for instructional supplies. Proposed Outcome: Funding of items from the 2012-2013 Allocation Priorities list District's 2012-2013 Allocation Priorities P&B Initiative <i>Institutional Objective</i>	All	15 min.	I, D	
6. Accreditation Update Description: Review of following: <ul style="list-style-type: none"> • Show Cause Report (Draft 9) • Brain Trust Consultant Mike Hill (Update) • Accreditation Training Proposed Outcome: Update P&B Initiative: 1 <i>Institutional Objective: 4.1</i>	Wulff/ Bontenbal	13 min.	I, D	
7. Standing Items: Description: Update on following: <ul style="list-style-type: none"> • Immediate Path Report • Enrollment Management Committee • College Council • Other Proposed Outcome: Update P&B Initiative <i>Institutional Objective</i>	Stork/ Clark/ Merzon	4:05-4:30	I, D	
8. Long-Term Budget Reduction Plan Description: Discuss components, criteria, implementation and alternatives to the Long-Term Budget Reduction Plan (2013-2017) Proposed Outcome: Establishing role of P&B in the Long-Term Budget Reduction Plan (2013-2017)	All	4:30-5:00	I, D	

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P&B Initiative: 5 Institutional Objective: 4.2					
FUTURE AGENDA ITEMS		DOCUMENTS P&B COMMITTEE MEMBERS ARE CURRENTLY REVIEWING		TIMELINES FOR DOCUMENTS TO P&B CO-CHAIRS	
<ul style="list-style-type: none"> ▪ Budget Available for New Faculty Positions (10-16) ▪ 311 (10-16) 	<ul style="list-style-type: none"> ▪ Budget Process (10-16) 60min ▪ Lottery Funds (10-16) ▪ Long-Term Budget Reduction Plan (2013-2017) 	<ul style="list-style-type: none"> ▪ All above links ▪ Budget Process (See Orientation Notebook) 		<ul style="list-style-type: none"> ▪ 1ST and 3rd Tuesdays of the month P&B meeting ▪ Wednesday after meetings documents for next meeting are due electronically to M.Foppiano (Agenda Item Request Form) ▪ Thursday after meetings P&B Co-Chairs meet for Agenda Planning ▪ Tuesday (one week after meeting) Agenda and information distributed via email ▪ Emergency item – All three chairs agree to put item on agenda – Item is emailed to three co-chairs and M. Foppiano 	

Next Meeting Date: Oct. 16, 2012 – Rm. 5402 3:00-5:00 p.m.

*A Action Item D Discussion P Planning I Information H Handout

PLANNING & BUDGET WEBSITE

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