



## Planning & Budget Committee Agenda

March 21, 2017 | 3:00 p.m. – 4:30 p.m. | Rm. 5402/Polycom N3213

**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 Initiatives

ACCJC Standard(s)	In Progress	Completed	
Standard I.B		X	1. <b>Incorporate an identification and prioritization process for institutional-wide needs onto the existing prioritization process.</b>
Standard I.C.	X		2. <b>Identify and implement opportunities for campus-wide training and communication on budget development and the Resource Allocation Process.</b>
Standard I.C., IV.A		X	3. <b>Complete review of Board policy on District reserve and provide recommendation as needed.</b>
Standard I.B, I.C., IV.A		X	4. <b>Oversee the process in the Facilities Master Plan development as outlined in the Integrated Planning Manual.</b>

AGENDA ITEMS	WHO	TIME	INTENT	ACCJC Standard and /or Institutional Goal/Objective
1. <b>Approval of agenda</b>	All	2 min.	Action	II.B
2. <b>Minutes</b> • <b><u>March 7, 2017</u></b>	All	3 min	I, D, A	
3. <b>Budget Update</b>	Troy	5 min	I, D	
4. <b>Request for new program approval for Global Studies</b>	Medeiros/LaMon	15 min	I, D, A	<b><u>New or Reactivated Program Approval Process</u></b>

<p>The Social Sciences Division would like to use the program/department name Global Studies to accommodate a new Global Studies ADT, which includes two Global studies courses and selected courses from Geography, Anthropology, History, Political Science, Economics, World Religions, and World Literature. With this proposal, two existing Geography courses would retain their course prefix/titles/numbers and would be placed in the Global Studies Department with the two new Global Studies courses, Introduction to Global Studies and Global Issues. The new Global Studies course outlines and the Cuesta TMC for the Global Studies ADT degree are ready for submission upon approval of the program and the new department name.</p>				
<p><b>5. Guidelines for Cluster Plan Prioritization Process</b>  <u>Option One:</u>  <ul style="list-style-type: none"> <li>• Ten (10) priorities with a 10-minute presentation</li> </ul> <u>Option Two:</u>  <ul style="list-style-type: none"> <li>• Five (5) priorities with a 5-10 minute presentation</li> </ul> </p>	Co-Chairs	15 min	I, D, A	
<p><b>6. First look at 5-year projections</b></p>	Troy	10 min	I, D	<b><u>Multi-Year Projections</u></b>
<p><b>7. Updated FTES Targets</b></p>	Wulff/Troy	10 min	I, D	
<p><b>8. Budget Carry-Over Process</b></p>	Co-Chairs	10 min	I, D	
<p><b>INFORMATION ITEMS</b></p>				
<p><b>Cabinet Personnel Action Report-Chronological &amp; Source Funds</b></p>				
<p style="text-align: center;"><b>STANDING REPORTS</b></p>				
<p>Representative Feedback from constituents</p>				
<p style="text-align: center;"><b>FUTURE AGENDA ITEMS</b></p>				

April 18, 2017 | 3:00pm – 4:30pm | Room 5402/Polycom N3213