

PLANNING AND BUDGETING COUNCIL

Minutes—December 12, 2003

Present: J. Low; M. Richardson; R. Bixler; M. Kitchel; A. Satterlund; R. Vela; A. Steff; D. Yee; P. Goldstein; D. Crews; R. Gabriner; S. Lopez; D. Griffin; R. Gale.

1. State Budget Report

Peter Goldsein provided an update on the agreement between the Governor and the Assembly regarding the State Budget.

2. Draft Annual Plan 2004/5

Members reviewed the draft annual plan including both operational and developmental objectives. Also reviewed were the developmental objectives not included in the draft by the senior administrators and Chancellor due to projected workload and financial constraints. Specific objectives were identified to be included in the draft. Gabriner will circulate a revised draft of the AP for approval by email to ensure that the AP can be placed in front of the Board of Trustees for its January 2004 meeting.

3. FPAC Recommendations

Vice Chancellor Don Griffin reported on FPAC recommendations for two additional replacement FTEs for Fashion and LVN programs. PBC members voted unanimously to accept the recommendations. FPAC also provided a FYI report on three additional positions that will be considered during the next round of replacement positions: Two ESL positions (one credit; one non-credit) and one Physics position. FPAC also recommended and PBC accepted the recommendation for a LTS position for CNIT for Fall 2004/Spring 2005.

4. Draft Institutional Advancement Plan

Robert Gabriner presented the draft Institutional Advanced Plan to the PBC. He indicated that the Plan will be in circulation to the College for the next period of time for feedback and modifications.

5. Planning and Budgeting Schedule for Spring 2004

The schedule was approved by PBC. The proposed schedule is as follows:

January:	Board review/approves Annual Plan for 2004/5
February 6:	Chancellor memo to Major Cost Center Managers with budget and planning guidelines for 2004/5
Feb.12/13:	Workshop for Major Cost Center Managers on Annual Plan and budget for 2004/5
Feb/Mar/April:	Units identify developmental objectives and needed

resources; Major Cost Centers incorporate unit plans and budgets. Forward plans to senior administrators.

- April 30: PBC budget hearings on Major Cost Center plans/budgets
- May 20: PBC recommends tentative budget to Chancellor
- May 15/30: End of Year Assessment reports developed and forwarded to senior administrators
- June: Board adopts tentative budget
End of Year Assessment Report forwarded to Board.

6. Spring 2004 PBC Meeting Schedule

All in Rosenberg 518 2 pm to 4 pm

Thurs	January 22
Friday	February 20
Friday	March 12
Friday	April 16
Thurs	May 20
Thurs	June 17