I. DISCUSSION/ ACTION ITEMS
   At 3:34 p.m., Brad Zuniga called the meeting to order.

   a. Consider approval of the 10/08/13 minutes
      The minutes were approved as presented. *MSC Dahl/Boyes*

   b. Budget Update - Andy
      Andy provided a brief budget update. Trevor and Andy will be going to the ACBO Conference next week during which Enrollment Management, Affordable Care Act, EPA, Prop 39 energy efficiency funds, and RDA shortfall will be topics for the conference.

   c. Enrollment Update - Clinton
      Clinton provided an update on enrollment. Our goal as a district is to grow by 300 FTES compared to last year. Last year the end of term number was 10,867 so our target is 11,168. The target is higher than cap (11,052) so that we don’t run the risk of missing the funding target, especially when we have budgeted for that growth. Our Fall target was growth by 160 which would lessen the pressure on Spring however, we have only grown in Fall about 45 FTES. Anticipating what will happen in the Spring, we have the opportunity to make Spring different from Fall and solidify some strategies. The goal is to increase the Spring 2014 headcount by 550 students. We believe that that number of students will generate the right number of FTES to achieve the FTES target. Enrollment Management is developing strategies to include marketing and recruitment efforts, increasing the schedule, program expansion and retention.

   d. November 12, 2013 Fall Forum Planning
      The forum will be held at 3:00 p.m. in the Center for Excellence starting with refreshments. The Forum will begin at 3:30 p.m. and will include a Budget Update by Andy, Faculty Prioritization Process by Samia, Enrollment Management by Al and Planning Update by Les. Dr. Perry and Brad will give the welcome.

   e. Committee Training: 50% Law - Trevor
      Trevor provided a brief training on the 50% Law. This is an old K12 law that has been in place as far back as 1959. In a nutshell, Ed code requires that 50% of the unrestricted general fund must be spent on salaries and benefits of classroom instruction. The calculation is based on the numerator or classroom instructors and the denominator which is almost everything else. Currently, we are at 52.4% mostly due to one-time PG&E rebates.

II. ITEMS FOR THE NEXT AGENDA - December 10, 2013 @ 3:30 p.m.
   - Budget Update
   - Forum Feedback

III. ADJOURNMENT
   At 5:02 p.m. the meeting was adjourned.