MINUTES

PLANNING & BUDGET COMMITTEE

Date: Tuesday, August 27, 2013
Time: 3:30 p.m.
Location: Board Room

Members Absent: Guest: Dr. Perry

I. ACTION ITEMS
At 3:37 p.m., Brad Zuniga called the meeting to order.

a. Welcome of New Members
   New members Carrie Roberson and Monica Boyes introduced themselves to the Committee and Brad welcomed them to the Committee.

b. Election of 2013-14 Chair
   The Committee voted Brad Zuniga to serve as Chair for the 2013-14 year. MSC Bartlett/Dahl

c. Consider approval of the 05/14/13 and the 6/11/13 minutes
   The minutes were approved as presented. MSC Bartlett/Sonnier

II. DISCUSSION

a. Review Planning & Budget Committee Charter
   Andy provided a review of the Committee Charter. If members of the Committee have questions or comments regarding the Charter, please contact Andy.

b. Review of Planning & Budget Annual Calendar
   Andy and Les provided a review of the Annual Calendar. Stacey would like the see the calendar in a different format. It was recommended that the calendar be presented in two formats – the current format and a word format. Kim will work on updating the calendar and putting it into the word format.

c. 2013-14 Final Budget
   Andy provided a review of the 2013-14 Final Budget document. This document is scheduled to be adopted by the Board of Trustees at their September 11, 2013 meeting.

d. Assessment of the PBA Process
   Les gave the Committee the handout of the PBA Process and a few of the adjustments that were made to the process regarding faculty prioritization in the Fall, refining the Strategic Direction as part of the Educational Master Plan process in the Fall and utilizing automated unit plans.

e. Planning Way Ahead (Review)
   Les reviewed the Butte College Planning Process diagram. The Educational Master Plan will now include the Strategic Direction. Supporting plans for the Educational Master Plan will be in draft form by the end of Spring 2014 and the Educational Master Plan approved by Fall 2014. The Board of Trustees has approved the new vision statement drafted by College Council.

f. Accreditation Follow-up Survey Review and Approval
   Les suggested adding questions regarding the automated unit planning process, Dr. Perry recommended editing the document for the correct tenses to make it clear that the questions relate
to the 2013-14 unit planning process and other members of the Committee gave suggestions for possible questions. Following further discussion, the Accreditation Follow-Up Survey was approved.

MSC Bartlett/Dahl

g. Committee Training: Actuarial Report - Trevor
Trevor gave a brief update on the draft Actuarial Report as it relates to retiree benefits and the District’s liability for current and retired employees. Based on the latest draft report, the District’s liability is estimated to be approximately $47M. Over the last 15 years, the District has set aside funds for retiree benefits. Currently there is $15M in the County Treasury and $9M in a trust with CalPERS. The $9M in the CalPERS trust includes a $5M transfer the Board of Trustees authorized on June 26, 2012. The Board also authorized the District to transfer to the CalPERS trust ten quarterly transfers of $500,000 each in addition to the normal cost transfers already occurring.

III. ITEMS FOR THE NEXT AGENDA - September 10, 2013 @ 3:30 p.m.
- Budget Update
- Instructional Materials training
- Board Budget Criteria
- Unit Plan Report

IV. ADJOURNMENT
At 4:59 p.m. the meeting was adjourned.