I. ACTION ITEMS
   At 3:35 p.m., Brad Zuniga called the meeting to order.

   a. Consider approval of the 8/27/13 minutes
      The minutes were approved as presented.  MSC Roberson/Husar

II. DISCUSSION

   a. Budget Update
      There are no real changes in the budget.  The 2013-14 Final Budget will be before the Board of
      Trustees tomorrow for adoption.  There is still some lingering questions regarding the deficit factor
      from the previous year.  On Friday, Andy will be at the ACBO Board meeting and they will meet with
      the Department of Finance to get an update on the backfill from last year.

   b. Budget Augmentations: Technology Restrooms
      The Planning & Budget Committee Charter requires that all budget augmentations over $75,000 be
      brought to the Committee.  Restroom renovations are included in the augmentation budget for
      $100,000, however the women’s restroom in the Technology building needs more renovation that
      originally anticipated.  The total cost for the Technology Building renovation is $192,000.  Andy is
      requesting the Committee recommend the augmentation of $92,000 for the Technology building
      women’s restroom renovation.  MSC Bartlett/Boyes

   c. Board Budget Criteria First Read
      In October of each year, the Board of Trustees reviews and makes changes to the Budget Criteria.
      The Planning & Budget Committee reviews the criteria and makes recommendations to the Board.
      Andy reviewed the 2013-14 Board Budget Criteria.  If members of the Committee have suggestions
      for the criteria, please send them to Andy or Kim and they will be included at the next meeting for
      review.

   d. Administrative Program Review
      We continue to refine the Administrative Program review process.  As the unit planning process is
      now automated, it is difficult two run two separate programs for unit plans and program review, so
      program review will be incorporated into the automated unit planning process.

   e. Unit Plan Report
      This item was tabled to the next meeting.

   f. Committee Training: Instructional Materials
      During the annual audit, the auditors found that there were some issues with instructor created
      materials and materials fees.  When a materials fee is charged to students, the law requires that
      those materials be of a continuing value to the student outside of the classroom setting.  We will be
      taking an item to the Board of Trustees with the new materials fees that may be charged.

      The other issue is instructor created instructional materials and the markup beyond the cost for the
      Print Shop to print and the Bookstore to sell the materials.  It is a benefit to students that we can
provide instructor created instructional materials, however, adding a $10-$15 markup above the cost of production and selling is not allowed unless there is a direct student benefit. Unfortunately, many of the dollars were not spent to benefit students; rather it was built into departmental budgets.

The Business Office is working with Samia’s office to ensure that instructor created materials fees and materials fees are being charged appropriately.

III. ITEMS FOR THE NEXT AGENDA – September 24, 2013 @ 3:30 p.m.
  • Budget Update
  • Unit Plan Report
  • Board Budget Criteria Final Read
  • Fall Forum Planning
  • Unit Plan Guidance
  • Training – Financial Perspective of Solar Arrays

IV. ADJOURNMENT
   At 4:48 p.m. the meeting was adjourned.