MINUTES

PLANNING & BUDGET COMMITTEE

Date: Tuesday, September 13, 2011
Time: 3:30 p.m.
Location: Board Room

Members Absent: Karen Micalizio, Trevor Stewart
Guests:

I. ACTION ITEMS

At 3:39 p.m., Kenneth Bearden called the meeting to order.

a. Consider approval of the 08/23/11 minutes

The minutes of the 08/23/11 meeting were approved as presented. MSC Renville/Zuniga

II. DISCUSSION

a. 2011-12 Final Budget - Andy

Andy reviewed the complete 2011-12 Final Budget, which is being presented to the Board of Trustees tomorrow at their regular meeting for approval. In reference to the Retiree Benefit liability, the Committee requested that actuarial data criteria be provided to them. Andy will get the information and send it to the Committee.

b. Budget Update - Andy

This item was tabled to the next meeting.

c. Review of Board Budget Criteria - Andy

The Committee reviewed the Board Budget Criteria and made several recommendations:

- Moving “salary and benefits do not exceed 84% ...” from the Procedural Guides to Philosophy
- Change the 5th bullet under Philosophy to from, “increases student access and provides sufficient resources and support to meet enrollment goals” to “balance student access and sufficient resources to support enrollment goals”
- In the 9th bullet under Philosophy add the word, institutional, so the bullet would read, “increases and/or maintains sufficient levels of institutional effectiveness while becoming more efficient...”

These recommendations will be presented to the President for review and then to the Board at their October Board of Trustees meeting.

d. Unit Planning guidance - Les

Les reviewed the Unit Planning Guidance draft. The only change from last year is on page 2, item #7 regarding programs that will be required to develop an Administrative Program Review rather than a Unit Plan for Accreditation purposes.

e. October 11, 2011 Fall Forum Planning

This item was tabled to the next meeting.

III. ITEMS FOR THE NEXT AGENDA - October 25, 2011 @ 3:30 p.m.

- Fall Forum Planning
- Budget Update

I. ADJOURNMENT

At 5:05 p.m. the meeting was adjourned.