PLANNING & BUDGET STEERING COMMITTEE

Meeting Notes December 15, 2010
(Approved at the Meeting of 1/19/11)

Members Present: Adam O’Connor, Dan Willoughby, Sharon Kelly, Marcus Wilson, Sean Chamberlin, Greg Ryan

Absent: Chrystal Van Beynen, Garima Aggarwal; Rocky Spinelli

Meeting commenced at 2:05 p.m.

The meeting notes from 12/1/10 were accepted.

Follow-Up—There was a concern that phones in the classrooms would be ringing during class. Adam informed the committee that these phones would not be accepting calls from outside the campus. The division office might need to call a classroom but no personal or errant calls would be coming in.

2010/2011 State, District and College Budget Update—Adam indicated that Fred Williams believes that it is possible that we could get hit with mid-year cuts of approximately $6 million. If that is the case the district would be able to cover up to that amount. For next year he is extremely concerned that it will be worse than anticipated. Adam thinks that Jerry Brown will be quick to put out a budget showing a “gloom and doom” scenario in order to scare the people into a tax increase. We could possibly be talking about 10, 20 or 30 million dollar cuts to our district. It is possible that with a large decrease, we could again move to workload reductions. All of this will be sunshined in January. Jerry Brown could actually pass a budget within 60 days and have a 2011/12 budget by March.

Classified Hiring Procedure Discussion (white handout)—Adam reviewed the changes that he had made to the handout from the feedback he received from the committee. Other questions arose as to how to handle a request for a newly created position that doesn’t even have a job description. Could there be a way to do this on this form? It was suggested that the manager come up with a title and anticipated range.

After some brainstorming Adam indicated that he would be adding some wording to #1 asking if this is a totally newly created position without an approved title. There was then some discussion about the process for creating a new position.

Would we use this procedure for replacement positions? Adam indicated that it seems reasonable to use the same form for all position requests. The replacement positions would not be subject to the timeline—we would act on them immediately as we are currently.
Adam then stated that he would add some clarification to make sure that the original 4 or 5 questions we have been asking when positions are being filled are incorporated here. There was much discussion. On #4 possibly add: explain the needs for the months and percentage employed. On #6 the wording could be: what is the proposed source of funding for this position?

Sharon Kelly added that there were no comments from the Classified Senate and Sean and Marcus indicated that there was no opposition from Academic Senate and it was OK to move forward.

The committee then discussed #15 and #18. Dan Willoughby indicated that if an area put forward two positions that they be prioritized. It would be helpful to know how strongly they support the positions. Possibly add a ranking for the two positions. Indicate the relative need in the context of the college wide needs and include your own evaluation of the strengths and need given your knowledge of the college-wide goals and priorities. Provide a brief statement of supporting relation to the college goals. Possibly have the VP provide a ranking scale of 1-5.

Adam stated that he will make the changes as he understood them and get this document back out to the members via e-mail.

It was suggested that Adam explain to PAC that our timeline is a “SAMPLE” and is not set in stone but it needs to tie into the planning process.

It was decided that we will meet on January 19, 2011.

Meeting adjourned at 3:00 p.m.