

## PLANNING & BUDGET COMMITTEE

Date: September 16, 2010

Time: 3:30 p.m. – 5:00 p.m.

Location: SAS 314

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Members Present: Baba Adam, Kenneth Bearden, Teri Jo Buckman, Jo Anne Cripe, Rebecca Hernandez, Les Jauron, Ken Meier, Peggy Jennings-Severe, Trevor Stewart, Andy Suleski

Members Absent: Ruth Ann Hansen, Al Renville

Guests:

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### I. ACTION ITEMS

Kenneth Bearden called the meeting to order at 3:37 p.m.

#### a. Consider approval of 08/24/10 Minutes.

The minutes of the 08/24/10 meeting were approved as presented. *MSC Buckman/Adam; Abstain: Jennings-Severe*

### II. DISCUSSION

The Committee made introductions and welcomed new member, Rebecca Hernandez, representing the Associated Students.

#### a. Budget Update

Andy provided a budget update. There is still no state budget and as a result, the Chancellor's Office gave approval to defer the date of a final budget to October. We will take the final budget to our Board at the October 13 Board meeting for approval.

#### b. CCFS 311Q 4<sup>th</sup> Quarter Report

Trevor provided the CCSF 311Q 4<sup>th</sup> Quarter Report which was presented to the Board of Trustees during the September 15, 2010 Board meeting. The ending reserve balance as of June 30 is \$15.6M.

#### c. Unit Planning Guidance

Les provided a review of the Unit Planning Guidance soliciting input from Committee members. He will draft a revision and send to the Committee via e-mail for final approval.

#### d. Review of Accreditation Standard 1B

The Planning & Budget Committee is responsible for Accreditation Standard 1B. Les provided an overview of the Standard in MyBC.

#### e. Review of Charter

Andy reviewed the Charter. Some minor revisions were made. Andy will present the proposed revisions to the President for approval. The Committee will review the revisions at the next meeting.

#### f. Fall Forum – October 19

Due to the lateness of the hour, this item was tabled to the next meeting.

#### g. MyBC Portal Team Site

Kim provided an overview of the MyBC Portal team site. Members were asked to review the Team Site page and add alerts to be notified of changes to the page when documents, announcements or events are added to the site.

# MINUTES

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### **III. ITEMS FOR NEXT AGENDA**

- Budget Update
- Approval of Charter revisions
- Fall Forum
- 2011-12 Board Budget Criteria

### **IV. ADJOURNMENT**

At 5:10 p.m. the meeting was adjourned