# Cuesta College
## Planning and Budget Committee Minutes
### April 20, 2010

**Time:** 3:00 pm – 5:00 pm  **Room:** Rm. 5401

### Attendees:
- B. Anderson
- C. Green
- S. Leone
- P. Ralston
- J. Stephens
- S. Brazell
- C. Greiner
- A. Merzon
- I. Roque
- G. Stork
- Jay Chalfant
- P. Dill
- R. Hobson
- S. McLaughlin
- P. Schwab
- D. Wulff
- Janice House
- V. Findley
- K. Jimison
- D. Norton
- G. Scott
- M. Zarycka
- Deborah Stakes
- L. Fontanilla
- M. Korisheli
- N. Piña
- M. Scott
- Recorder: M. Foppiano
- I. French
- M. Larsen
- S. Pointer
- T. Sommer

### Agenda Items

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION/CONCLUSION</th>
<th>RECOMMENDATION/ACTION</th>
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<tbody>
<tr>
<td>Report from Co-Chairs</td>
<td>T. Sommer provided update on the state budget.</td>
<td>For a motion to include a budget assumption which stated that by 2011-2012, there would be 100% replacement of full-time faculty retirements.</td>
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<td>Discussion took place to change the April 18th meeting to April 20th and the time will be from 1:30 – 3:00 p.m.</td>
<td>A. Merzon made a friendly amendment to the motion that the District would make a philosophical commitment to replace all full-time faculty positions that opted for the Retirement Incentive Plan by position control position no later than the end of the 2011-2012 academic year.</td>
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<td>Standing Items</td>
<td>There were no current actions to report.</td>
<td>AYES: 13 NOES: 7</td>
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<td>• Immediate Path Report</td>
<td></td>
<td>Upon motion/second from S. Leone/K. Jimison, it was approved to include a budget assumption which stated that by 2011-2012, there would be 100% replacement of full-time faculty retirements.</td>
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<td><strong>CURRENT ITEMS</strong></td>
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<td>Upon motion/second from T. Sommer/S. McLaughlin, it was approved that the District would not replace 100% in other employment groups.</td>
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<td>2010-2011 Budget Assumptions</td>
<td>The committee reviewed and discussed the 2009/10 budget criteria and budget assumptions to reflect the development criteria of the 2010/2011 budget.</td>
<td>AYES: 16 NOTES: 3</td>
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<td>Discussion took place regarding a Retirement Incentive Plan and the implications this would have regarding faculty replacement and a commitment to replace these positions at 100%.</td>
<td>Upon motion/second from S. Leone/ C. Greiner, the Budget Assumptions with revisions were unanimously approved.</td>
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<td>A motion was made to include a budget assumption that by the next academic year we would have 100% replacement of the faculty retirements. A friendly amendment was added that the District would replace all full-time faculty positions who opt for the Retirement Incentive Plan by position control position no later than the end of the 2011-2012 academic year.</td>
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<td>T. Sommer questioned whether this motion was just for faculty or did it include other employment groups. It was agreed that the motion was only for faculty.</td>
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<td>After reviewing the draft Planning &amp; Budget Assumptions, the committee agreed to approve the Planning &amp; Budget Assumptions based on the agreed upon revisions.</td>
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**Next Meeting Date:** March 30, 2010 – Rm. 5402 3:00-4:30 p.m.
Cluster Presentations
• Academic Affairs
• Humanities
• Allied Health, Math & Science
• Workforce & Economic Development

C. Greiner presented 2010-11 Cluster Presentation for Academic Affairs.
P. Ralston presented 2010-11 Cluster Presentation for Humanities.
R. Hobson presented 2010-10 Cluster Presentation for Workforce & Economic Development.

(All Cluster Presentations will be accessible through the Planning & Budget website)  http://academic.cuesta.edu/pandb/

Technology Committee Presentation
Deborah Stakes, Jay Chalfant and Janice House presented the Technology Committee Proposal. (This proposal will be accessible through the Planning & Budget website)  http://academic.cuesta.edu/pandb/  
The committee thanked the Technology Committee for their very thorough and informative presentation.

C. Greiner made a motion to conceptually move forward on the process on the Technology Investment Lifecycle.  S. Leone made a friendly amendment that the committee support the principle of the Technology Proposal and the Technology Investment Lifecycle.

P. Ralston suggested the committee take time to study the proposal and bring it back to the next meeting for approval.

FUTURE AGENDA ITEMS

C. Greiner/P. Ralston made a motion to conceptually move forward on the process with the Technology Investment Lifestyle.

S. Leone made a friendly amendment that the committee support the principle of the Technology Proposal and the Technology Investment Lifestyle.

The motion was approved with the exception of one abstention.

Upon motion/second from T. Sommer/P. Schwab, it was approved to adjourn the meeting at 5:30 p.m.
Technology Investment Lifecycle

Annual Technology Plan and Review – Oct / Nov

- Assessments over 3 Cycles:
  - Current Project Status (CS)
  - Completed Project Cost (CS)
  - Functional Value (Program)

  The plan will document:
  - Available Budget
  - Strategic Goals

Implementation (Jun-Jul, 14 months)
- Detailed planning, purchase, installation, configuration, training, documentation.

IPPR (Due Feb)
- Technology proposals must include supporting documentation for cost estimate

Cost Assessment
- Cost assessment should begin as soon possible in order to provide Computer Services enough time to perform a comprehensive and realistic cost assessment which is essential to a project’s success.

P&B Committee (Apr / May)
- Reviews Tech Comm. selections

Technology Committee (Mar / Apr)
- Reviews and prioritizes technology proposals

CS Work Order
- Simple Request?
  - Yes
  - CS Provides Cost Est.
  - No
  - Dean / VP Approval
    - Yes
    - Proposal Deferred
    - No

Draft Revision 0.92, April 2010