Los Angeles Mission College  
Budget and Planning Committee  
MINUTES  
November 05, 2009  
Campus Center, Room 4 from 12:00 – 1:30 p.m.

Present:  Cathy J. Brinkman, Eloise F. Cantrell, Lilamani De Silva, Milena Garrido, Karen Hoefel, Leslie Milke, Frances Nguyen, Luz Nunez, Maury Pearl, Joe Ramirez, Zoila Rodriguez-Doucette, Sandy Thomsen, Debbie Wong

Guests:  Judith Valles, Stephanie Atkinson-Alston

1. Meeting was called to order by Co-Chair L. Milke at 12:10 pm


   MOTION TO APPROVE MINUTES:  
   M/S/P  Z. Rodriguez/S. Thomsen

3. Introduction of New Administrators:

   Two new deans were introduced: Stephanie Atkinson-Alston, Dean of Academic Affairs and Cathy Brinkman, Associate Dean of CTE. Both will be working in the Academic Affairs office. Cathy Brinkman was introduced as a new voting member of this committee. Cathy will also represent VP Johnson-Hawkins in her absence in this committee.


   College Administrators met with the District Budget Office on October 6th. The district has projected an $18.7 M budget deficit district wide. Our college will have a $900 K budget deficit for fiscal year 2009/2010. This takes into consideration only a six-month increased expenditure for the opening of the new Health and Fitness Athletic Complex. The college is looking for ways to offset the expenditures. It was proposed to have just one Summer session in 2010 starting after July 1st.

5. Operating Plan and budget Guidance Workshop

   The new Departmental Operational Plan Template was presented to the committee. Frances explained how the template will help simplify and automate the base funding request for salaries, regular positions, and operating expenses. Maury talked about Part I – Update on Department Goals and Objectives and how it integrates with the template. It was suggested to have an Excel worksheet open for updates. Maury will work on this and will have it available for the Workshops. The workshops will start the week of Nov. 16 and Nov. 23. Frances was highly praised for all the work she did on creating the form and substance of the current budget planning process.

   MOTION TO APPROVE THE FORM:  
   M/S/P  E. Cantrell/D. Wong
6. Formulating the Process for SFP involvement and participation.

Cathy Brinkman briefed the committee on SB70’s Initiative for Improving and Strengthening Career Technical Education (CTE) and the Community Collaborative Grant where Mission will run the program collaborating with Pierce and Valley. It is the 1st year for the college’s involvement but the grant will be automatically renewed by the California Community College Chancellor’s Office Career and Technical Education.

ADJOURN: Meeting adjourned at 1:05 p.m.

Next Meeting: December 3rd, 2009