

**DRAFT**

<p><b>PLANNING, RESOURCE AND BUDGET COMMITTEE</b></p> <p><b>Minutes</b></p> <p><b>February 22, 2013</b></p> <p><b>12:30 PM – 2:30 PM</b></p> <p><b>PLS-299</b></p>
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**Attendance**

√	Gary Au		Mildred García		Andrea Patterson
	Ann Camp representing President Mildred García	√	Stephen Garcia		Greg Saks
√	John Carroll		Christa Johnson	√	Michael Shafae
	José Cruz	√	Lisa Kirtman	√	Sean Walker
	Amir Dabirian	√	Kari Knutson Miller		Diane Witmer
√	Paul Deland	√	Amy Mattern		
√	Mike DeMars	√	Robert Mead		
	Berenecea Johnson Eanes	√	Bill Meyer		

Guests: Alcantara (for Eanes), Fontaine, Hidalgo (for Dabirian), Jenkins, Kopecky (for Cruz), Unterman, Wong

**I. Call to Order**

- Chair Mead called the meeting to order at 12:34 pm.

**II. Introductions**

- Welcome back, Amy Mattern!

**III. Announcements**

- Program reviews for minors in Chinese and Vietnamese information not yet received so review has been deferred to future meeting
- Strategic Planning Town Hall meeting scheduled for March 7 and March 8

**IV. Approval of Minutes**

3.1 #7 PRBC Minutes, February 1, 2013 (Draft)

- M/S/P Deland, Carroll

**V. Old Business**

- None

**VI. New Business**

5.1 Setting Agenda for Spring 2013

- a. Review of our reviews/streamlining their procedures for new stuff.

b. Turning a plan into recommendations:

*Possible discussion avenues*

1. *How much money will there be?*
2. *Priorities/mandates/structural budget issues*
3. *Minimize silos*
4. *Spring presentations or presentations*
5. *Making recommendations*

- Chair Mead discussed PRBC review of major, minor, and certificate programs referencing documents: UPS 410.103-Curriculum Guidelines and Procedures: New Programs and Program Approval Matrix (see February 15 email attachments)
- Committee suggestions include:
  - Add Cover Memo to the program review package to determine further action
  - Revise the form - Projected Operational Budget PRBC Review (Section B) to add estimated Student Affairs expenses, as appropriate
- Department Chairs monitor FTES impact, not priority at this time
- Chair Mead briefly reviewed the revised Strategic Plan Goals and Objectives document (sent via email on Thursday, February 21, 2013)
  - Strategic Planning Committee currently working on strategies
  - Announce Strategic Plan to the campus community in April 2013
- Chair Mead requested feedback on Spring 2013 division presentation and the annual PRBC recommendation memo sent to the President in May of each year
  - Comments centered around the budget and the Strategic Plan goals and objectives
  - Chair Mead to explore possibility of division heads presenting a joint presentation in lieu of individual division presentations
- Due to scheduling conflict, March 1<sup>st</sup> PRBC meeting will be chaired by Deland

**VII. Adjournment**

- M/S/P Deland, Carroll at 1:40 pm.

**UPCOMING MEETINGS:**

12:30 – 2:30 PM, PLS-299

March 1, 2013  - Program reviews for minors in Chinese and Vietnamese (tentative)	March 15, 2013
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Respectfully submitted: May Wong