Participants: C. Froloff, F. Leonard, P. Morrison, B. Regalado, M. Shepherd, B. Sprague

I. The committee looked at the reworked introduction language to the 2008-2009 Unit Plan as proposed by M. Shepherd and agreed to incorporate it.

II. The committee then addressed the need for a flow chart that clearly shows the path of the completed Unit Plans. This led to the need for a signature page to be added to the form. Furthermore, the committee discussed the need for prioritization, first within a discipline and then division. Then, to the appropriate dean and finally, to the appropriate VP.

The three VPs would prioritize requests within their respective areas of responsibility. It was also noted that this 2008-2009 Unit Plan and its requests for funding replaces all previous prioritized lists. This will be noted on the form.

A. Additional charts would be added to the Unit Plan for the top 10 division/office/program requests. These are the requests that do not qualify for the $250,000 set-aside. The need for two prioritized lists arose from the recognition that all unit plans’ requests might not be fit the Educational Master Plan strategies but were critical for academic excellence.

B. B. Regalado mentioned that at City College the Budget Committee had representatives of each of the funding areas, such as VATEA, basic skills, etc. and for each area, the Budget Committee prioritized those requests.

C. This led to discussion about West’s Budget Committee’s membership composition, role, functions, and meeting schedule, which need to be revisited and strengthened to reinforce the linkage between Unit Plans and budget.

D. C. Froloff would ask J. Oester and I. Chung to provide a list of additional funding sources and their requirements to be included in the Unit Plan form.

The meeting adjourned at 3 p.m.

The next meeting of this committee is Thursday, November 1, 2007, at 1 p.m. in the PCR.

Respectfully submitted,
Fran & Cathy