

**College of San Mateo**  
**Budget Planning Committee Meeting Agenda**  
**March 16, 2009**  
**1:30 pm to 3:30 pm**  
**Building 12-172**

**Committee Members:** Ricky Ambrose, Diana Bennett, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Martha Tilmann, Henry Villareal, Steffi Santana (Student Senate)

- 1:30pm      I. Welcome
- II. Approval of 3/16 Agenda
- III. Approval of Minutes from 3/02/09 meeting
- 1:45pm      IV. Presentation/discussion regarding upgrade position for the Office of  
                 Planning, Research & Institutional Effectiveness: from  
                 Project Director to Administrative Analyst – John Sewart
- 2:30pm      V. Strategizing for budget 2009-2010 – Operating parameters/budget  
                 forecasting
- 3:00pm      VI. Review of current year budget
- 3:20pm      VII. Future Agenda Items
- 3:25pm      VIII. Future Meetings  
                 April 20, May 4, May 18 (spring break 4/6 thru 4/12)

**College of San Mateo**  
**Budget/Planning Committee Meeting Agenda**  
**May 5, 2008**  
**1:30 p.m. to 3:30 p.m.**  
**Building 18-206 (Faculty Center)**

**Committee Members:** Rick Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal, Student member(s)

1. Welcome
  
1. Review notes from last meeting
  
2. Review agenda
  
3. 320 report update - Henry
  
4. Update on financial condition - Virgil
  
5. Old business
  
6. New business  
    Additional full-time Chemistry faculty position - Susan

Next meeting date:

Tentatively: Monday, May 19, 2008 at 1:30 p.m. to 3:30 p.m.

Location: TBA

**College of San Mateo**  
**Budget Subcommittee Meeting Agenda**  
**April 21, 2008**  
**1:30 p.m. to 3:30 p.m.**  
**Building 1, Rm 115**

**Subcommittee Members:** Rick Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal, Student member(s)

1. Welcome
  
1. Review notes from last meeting
  
2. Review agenda
  
3. FTE's target for next spring
  
4. Possible additional faculty positions as a result of retirements
  
5. Old business
  
6. New business

Next meeting date:

Monday, May 5, 2008, 1:30 to 3:30 p.m., Bldg. 18, Rm. 206 (Faculty Center)

**College of San Mateo**  
**Budget Subcommittee Meeting Agenda**  
**April 7, 2008**  
**1:30 pm to 3:30 pm**  
**Building 1-115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal, Student member(s)

7. Welcome
8. Review notes from last meeting
9. Review agenda
10. Educational Master Plan Update ( Jeremy Ball)
11. Comparative Report CSM/Skyline (Mike Claire)
12. Discussion of Budget and Planning Calendar (Virgil Stanford)
13. Organizational charts for President's Office and KCSM
14. Old business
15. New business

Next meeting dates:

Monday, April 21, 2008

Monday, May 5, 2008

Time:

1:30 p.m. to 3:30 p.m.

Location:

Building 1-115

**College of San Mateo**  
**Budget Subcommittee Meeting Agenda**  
**March 24, 2008**  
**1:30 pm to 3:30 pm**  
**Building 1-115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal, (Student Members)

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Presentation- Organizational Charts (Jennifer Hughes)
5. Educational Master Plan update (Jeremy Ball)
6. Develop Planning Process for classified position request (Virgil Stanford)
7. Old business
8. New business

Next meeting dates:

Monday, April 7, 2008

Monday, April 21, 2008

Monday, May 5, 2008

Time:

1:30 p.m. to 3:30 p.m.

Location:

Building 1-115

**College of San Mateo**  
**Budget Subcommittee Meeting Agenda**  
**March 3, 2008**  
**1:30 pm to 3:30 pm**  
**Building 1-115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Aaron Schaefer, Virgil Stanford, Martha Tilmann, Henry Villareal

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Program Improvement and Viability Process
5. (Susan Estes)
6. Distribution of 2007-08 Mid-Year Budget Report
7. Old business
8. New business

Next meeting dates:

Monday, March 24, 2008

Monday, April 7, 2008

Monday, April 21, 2008

Monday, May 5, 2008

Time:

1:30 p.m. to 3:30 p.m.

Location:

Building 1-115

**College of San Mateo**  
**Budget Subcommittee Meeting Agenda**  
**February 4, 2008**  
**1:30 p.m. to 3:00 p.m.**  
**Building 1-115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal, (Student Members)

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Recommendation on deletion and addition of classified positions  
(Jennifer Hughes and Beverley Madden)
5. Charging post retirement benefits to categorical and grant programs  
(Virgil Stanford)
6. Program Improvement and Viability Process  
(Susan Estes)
7. Old business
8. New business

Next meeting dates:

Monday, March 3, 2008  
Monday, March 24, 2008  
Monday, April 7, 2008  
Monday, May 5, 2008

Time:

1:30 p.m. to 3:00 p.m.

Location:

Building 1-115

**College of San Mateo**  
**Budget Subcommittee Meeting Agenda**  
**December 10, 2007**  
**1:30 p.m. to 3:00 p.m.**  
**Building 1-115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Program Improvement and Viability; continue the process of looking at low
5. enrolled programs (Susan)
6. Old business
7. New business

Next meeting dates: Spring 2008

**College of San Mateo**  
**Budget Subcommittee Meeting Agenda**  
**November 19, 2007**  
**1:30 pm to 2:30 pm**  
**Building 1-115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Martha Tilmann, Henry Villareal, Christianne Marra

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Number of new faculty positions for next year (Mike)
5. Continue 1310 discussion (Virgil)
6. Program Improvement and Viability Process (Susan)

Next meeting date: Monday, December 10, 2007  
1:30 p.m. – 2:30 p.m.  
Building 1, room 115

**College of San Mateo**  
**Budget Subcommittee Meeting Agenda**  
**November 6, 2007**  
**1:30 p.m. to 3:30 p.m.**  
**Building 5, Staff Dining Room**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Amber Bruce, Mike Claire, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Virgil Stanford, Martha Tilmann, Henry Villareal

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Discussion on multi-year financial plan (Virgil)
5. 1310 update and discussion (Virgil)
6. Review of low load programs (Susan)
7. Comparative spread sheet for reassigned time (Susan)
8. Develop recommendation for number of fulltime faculty members (Mike)
9. Review additional staffing needed with the new Division consolidation (Mike)
10. Old business
11. New business
12. Set agenda for next meeting

Next meeting dates: November 19, 2007  
December 10, 2007  
Time: 1:30 p.m. to 3:00 P.M.  
Location: 1-115

## **College of San Mateo**

### **Budget Subcommittee Meeting Agenda**

**October 8, 2007**

**1:30 p.m. to 3:00 p.m.**

**Building 1-115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Mike Claire, Laura Demsetz, Susan Estes, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Virgil Stanford, Martha Tilmann, Henry Villareal, Christianne Marra

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Update on the District Committee on Budget & Finance Meeting
5. 2007-08 Final Budget Reports
6. Other business/items
7. Set agenda for next meeting
8. Next meeting dates: November 19, 2007  
December 10, 2007  
Time: 1:30 p.m. to 3:00 p.m.  
Location: 1-115

## **College of San Mateo**

### **Budget Subcommittee Meeting Agenda**

**May 14, 2007**

**1:30 to 3:00 pm**

**Building 1, Room 115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Grace Sonner, Virgil Stanford, Martha Tilmann, Henry Villareal

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Continue discussions on budget revisions
5. Old business
6. New business
7. Set agenda for next meeting
8. Set next meeting date

## **College of San Mateo**

### **Budget Subcommittee Meeting Agenda**

**April 23, 2007**

**1:30 to 3:00 pm**

**Building 1, Room 115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Grace Sonner, Virgil Stanford, Martha Tilmann, Henry Villareal

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Enrollment and Retention (Jackie Gamelin)
5. Continue discussions on budget revisions
6. Old business
7. New business
8. Set agenda for next meeting
9. Set next meeting date

## **College of San Mateo**

### **Budget Subcommittee Meeting Agenda**

**April 9, 2007**

**1:30 to 3:00 pm**

**Building 1, Room 115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Grace Sonner, Virgil Stanford, Martha Tilmann, Henry Villareal

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Distribute Organizational charts.
5. Continue discussion on possible ways to reduce the budget.
6. Old business
7. New business
8. Set agenda for next meeting
9. Set next meeting date

**College of San Mateo**

**Budget Subcommittee Meeting Agenda**

**March 19, 2007**

**1:30 to 3:00 pm**

**Building 1, Room 115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Grace Sonner, Virgil Stanford, Martha Tilmann, Henry Villareal

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Discussion on retention and projected deficit (Jackie Gamelin)
5. Updating from committee:
  - List of low enrollment programs
  - List of all vacant but funded positions
  - Information on faculty release time
6. Old business
7. New business
8. Set agenda for next meeting
9. Set next meeting date

**College of San Mateo**

**Budget Subcommittee Meeting Agenda**

**March 5, 2007**

**1:30 to 3:00 pm**

**Building 1, Room 115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Grace Sonner, Virgil Stanford, Martha Tilmann, Henry Villareal

10. Welcome
11. Review notes from last meeting
12. Review agenda
13. Brain storming session on possible budget reductions
14. Old business
15. New business
16. Set agenda for next meeting
17. Set next meeting date

## **College of San Mateo**

### **Budget Subcommittee Meeting Agenda**

**February 12, 2007**

**1:30 pm to 2:30 pm**

**Building 1-115**

**Subcommittee Members:** Ricky Ambrose, Jeremy Ball, Kathy Chaika, Mike Claire, Arlene Fajardo, Jacqueline Gamelin, Jennifer Hughes, Maggie Ko, Christianne Marra, Grace Sonner, Virgil Stanford, Martha Tilmann, Henry Villareal

1. Welcome
2. Review notes from last meeting
3. Review agenda
4. Report back from district meeting (Rick Ambrose, Virgil Stanford)
5. Utility follow-up (Jackie Gamelin)

6. CSM budget outlook for 2008
7. New faculty positions (Mike Claire, Grace Sonner)
8. Proposed permanent positions for child development
9. Set agenda for next meeting
10. Next meeting date: March 12, 2007  
1:30 p.m. – 2:30 p.m.  
Building 1, room 115