Norco Administrative Planning Council
Program Review 2008-09
Tuesday, October 21, 2008, 3:00 – 4:00  ST 107
Final Minutes

Present: Debra Creswell, Donna Dery, Norm Godin, Gaither Loewenstein, Steve Monsanto, Karin Skiba, Jim Thomas, Phu Tran, Linda Wright (recorder)

- We had the addition of Donna Dery to the council as classified staff representation to replace Julie Taylor who transferred to Riverside.

- Copies of the 2008-09 requests for equipment, staff & miscellaneous items were distributed. The ranking process and procedure were discussed.

- Each department provided a review of their requests that included details regarding the necessity of each item or position.

- It was agreed that the council would only be ranking the requests for equipment (instructional and non-instructional) and staff. Requests for miscellaneous items, professional development and remodel funds would be handled by the administration as such needs are deemed to be operational in nature.

- Each member was instructed to rank the requests and assign a priority number to each. The prioritized lists will then be compiled by the Business Services office for presentation at the next meeting.

- The next meeting will be a discussion of the compiled prioritized requests, and the council will finalize the rankings.

- Next meeting: Tuesday, October 28, 2008, ST 201 from 3:00 – 4:00 pm.