Dr. Farrar called the meeting to order at 2:00 pm.

Approval of Staffing Priority Lists for 2009-10

Dr. Farrar reminded the committee that in spite of our current unfortunate budget situation, it is important to continue our strategic planning process of prioritizing staffing requests and have them in place in the event funding becoming available.

Dr. Farrar reviewed the process by which the hiring priority lists are compiled:

The requests originate from Instructional, Student Services, and Administrative Program Review documents and are prioritized by the respective planning councils. The lists are reviewed and revised, if necessary, by the Co-chairs Council which provides a rationale for any changes before being brought to the full NSPC for approval (see attached flow chart).
This year revisions to the prioritization lists by the Co-chairs Council were minor. A handout of the rationale was provided to the NSPC.

**Administrative Planning Council List**
Dr. Farrar called for a motion to approve the staffing priority list submitted by the Administrative Planning Council.

Jim Thomas motioned to approve; Sharon Crasnow seconded.

Discussion:
- The position of Director of Food Services was moved from the Student Services list to the AdPC list and prioritized as the number one request.
- Three Food Services Worker positions were also moved from the Student Services list to the AdPC list and prioritized separately as 3, 6 and 40 on the list.
- These revisions were proposed by the Co-chairs council since Food Services operations will report to the Vice President of Business Services and not the Dean of Student Services when the new operation opens in the Student Success Center.

Vote: all in favor, with one abstention

**Student Services Planning Council List**
Dr. Farrar called for a motion to approve the staffing priority list submitted by the Student Services Planning Council.

Gustavo Oceguera motioned to approve; Sharon Crasnow seconded.

Discussion:
- Identical positions that had been ranked together were separated and reprioritized.
- Positions that were improperly identified for our eventual need were redefined and reprioritized.
- Positions that appeared on the incorrect list were moved to the correct list and reprioritized on that list.

Vote: all in favor

**Academic Planning Council List**
Dr. Farrar called for a motion to approve the staffing priority list submitted by the Academic Planning Council.

Alexis Gray motioned to approve; Melissa Bader seconded.

Discussion:
- The EOPS Counselor position was moved to from the Student Services list and prioritized.

Vote: all in favor
Update of the District Budget

Patti Braymer reviewed the handout with a synopsis of the Norco Campus 2009-10 budget which was finalized at the Board of Trustees meeting on October 20, 2009. She will send an electronic version of the entire District budget to anyone who is interested.

The budget charts showed the breakdown of the Norco Campus budget by resource and location. The budget allocation model chart reflects the decrease in the base budget, as well as the budget reduction of $2.5 million. The base expenditure budget reflects fixed costs which include step and column salary increases, health and welfare, retirement funds and contracts. Norco Campus benefitted from the enrollment efficiency incentive and the small college factor.

There is still a possibility of mid-year cuts for 2009-10 with state revenues continuing to decline. Projections for a shortfall in 2010-11 range between $7.23 and $10.23 million. Norco’s share of that shortfall could be between $1.5 and $2.4 million.

Peter Boelman is currently serving as the Norco faculty representative on the District Budget Advisory Committee, a permanent committee which assesses the budget allocation model. He is available to continue on the committee, however is willing to turn the role over to other interested faculty. Sharon Crasnow said the Academic Senate is in discussion over District committee participation and a process to identify faculty for serving is in development.

Dr. Loewenstein thanked Ms. Braymer for her service as interim Vice President of Business Services and applauded all of her hard work in that area.

Feedback from the 2008-09 Strategic Planning Process

Dr. Farrar presented the final results of the 2008-09 resource prioritization process with the lists of faculty and staff positions that were hired, as well as the equipment that had been purchased. There were no questions from the committee.

Early Childhood Center Budget Issues

Dr. Loewenstein informed the committee of the following: Chancellor Gray advised the Campus Presidents that the District will no longer subsidize the campus-based child care centers after this fiscal year. The campuses are required to provide him with a plan of action by mid-November. The Norco center has a projected annual budget deficit of $210,000. In light of the anticipated cuts for 2010-11, the Norco Campus administration is considering the possibility of closing the center, and is seeking input from the faculty. The Academic Planning Council will hold a special meeting to discussion options on Friday, October 31 at 9:00 a.m. The administration will consider their recommendations.

Discussion:

- The closing of the center will affect the instructional program because the students would essentially be losing their lab. However, interns could be referred to the Stokoe Center for their child observation sessions.
- In response to a suggestion to spread the cuts throughout the campus instead of eliminating programs, Dr. Loewenstein shared that it is the philosophy of the Norco
Campus administration to take a systematic look at programs and prioritize them for the benefit of the Campus as a whole.

- Although we could look for a community partner to help subsidize the center, the budget gap is so large, it would probably be very difficult to secure a commitment.
- Although the fees at the center are very reasonable, the enrollment is not at capacity. Therefore, an increase in fees would not meet the budget deficit, and there is a probability that enrollment would drop.
- Should the center be closed, it could be reopened at a later date, but not without careful planning to make the program cost effective. One suggestion is to look at other colleges with profitable child care centers.
- Should the Golden Handshake be offered to potential retirees, there will be salary savings at the campus, but those savings would come too late in the year to benefit the center.
- Sarah Burnett, associate professor of ECE, relayed to the committee the devastating effect the closure will have on the students, employees and families of children who attend.
- In response to a suggestion to seek outside funding sources, Annebelle Nery reported there is a federal grant for child care centers, but the application process is rigorous and the chance of an award is extremely slim.

The Good of the Order
No items

Meeting adjourned at 2:55PM