

March 1, 2010 Division Meeting

BUDGET ISSUES

- The Institutional Review and Planning Supplemental form is due to Instructional Services on March 5th. Please send an electronic copy to me as well.
- We have committed to a Resource Allocation Model and reported this plan in our follow-up study to the Accrediting Commission. The Budget Committee, IPC and SPC are still working out the implementation process. Until this happens, you won't see budget development instructions from the Fiscal and Administrative Services. Stay tuned and flexible.
- Fiscal Services will be implementing on-line requisition for Instruction (Fiscal and SS are already up and running). You will be notified to attend a training session within the next few weeks.
- Please watch your short term and student payroll accounts. This is about the time of the year when funds run short. Unlike the Federal Government, we don't have bailout funds. ☺ **DO NOT OVERSPEND.**

CURRICULUM

- Please continue working on your SLO's. If you haven't completed the progress report, please get that to Marty Furch as soon as possible.
- You will get more and specific direction from the Curriculum Committee, but we need to carefully review all curriculum. The legislature and the System Office are scrutinizing what we teach and are making fiscal decisions accordingly. Many of our certificates are too big. They should be around 30 Units. Local labor market should be our guiding force for curriculum content. When proposing courses and programs, we must be able to **PROVE** that students have a **REASONABLE** opportunity to use the new skills in employment (with high wages) in our local area.

ANNOUNCEMENTS/REMINDERS

- The Groundbreaking Ceremony for the new IT Center is scheduled for 1:00 PM Friday, April 9.
- The IT Department has elected Chris Feddersohn as the new chair for academic years 10-11 and 11-12. Please congratulate Chris and thank Steve for being a wonderful chair.
- Please remember that work hours for classified staff are prescribed by law. Employees **MUST** take lunch and breaks. Supervisors do not have the option of allowing employees to "save up" that time and have shorter work days.
- When sending employee evaluations up for review, please mark them "**confidential**". These documents should not be for public viewing.