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SHORELINE COMMUNITY COLLEGE

## Overview of the Program Review Process and Budget Committee



### Composition of Committee

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- Five (5) faculty
- Five (5) administrative exempt staff
- Two (2) classified staff
- Five (5) committee staff (non-voting)



## Committee Members

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- Faculty
  - Pam Dusenberry
  - Elizabeth Hanson
  - Shalin Hai-Jew (being substituted for during Fall Quarter by Karen Kreutzer, Judy Penn, and Robert Francis on a rotating basis)
  - Matt Orlando
  - Stuart Trippel



## Committee Members

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- Administrative exempt staff
  - Carla Hogan
  - Paulette Graham
  - Gary Kalbfleisch
  - Nancy Teske
  - Susana Villamarin
- Classified staff
  - Mary Bonar
  - Sharon Wines



## Committee Members

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- Committee staff (non-voting)
  - Beverly Brandt
  - Holly Woodmansee
  - Ruth Hollingsworth
  - Nancy Lamus
  - Judy Yu

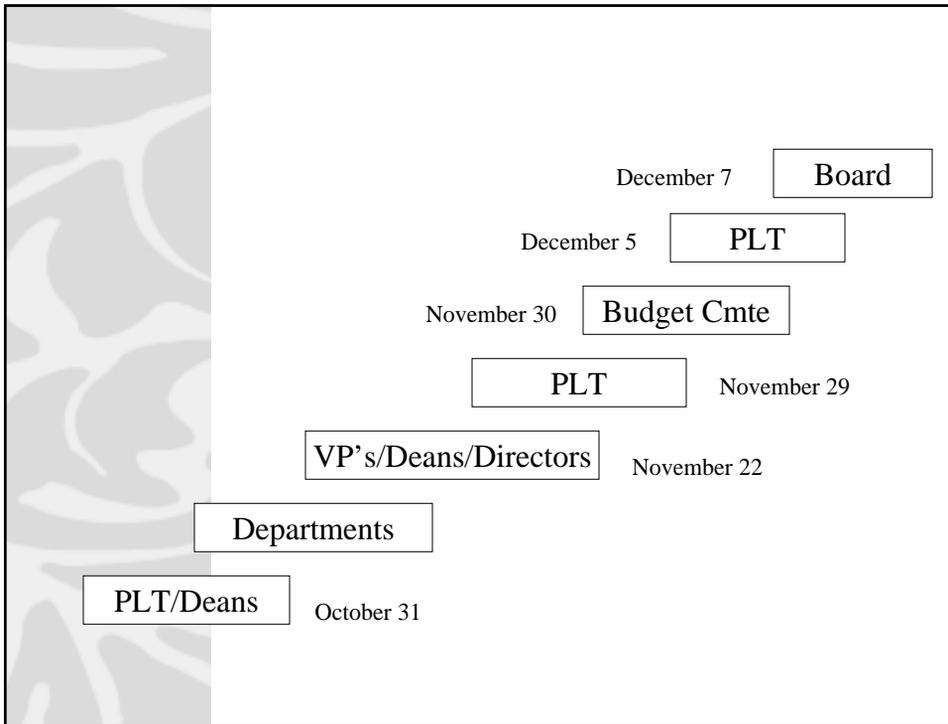


## Short-Term and Long-Term Charges

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- Short term
  - Develop a process by which a balanced budget for 2005–06 will be presented to the Board of Trustees by December 7
- Long term
  - Develop a process to address the 2006–07 budget





## Short-Term Activities

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- Determine questions to be asked and review responses from units
  - Questions will be distributed in a letter to deans and directors on Monday, October 31
  - Responses will be reviewed to determine whether questions were addressed and how proposed budget adjustments fit with the college's strategic plan

## Short-Term Activities

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- Communicate to college community
  - This all-campus meeting
  - Intranet page
    - <http://intranet.shoreline.edu/budgetcommittee>
    - Includes membership list and meeting minutes
  - Meetings are open to observers
    - Meeting weekly through Fall Quarter, biweekly afterwards
    - Wednesdays, 2:00–4:30 p.m.
    - Meeting rooms listed on the Intranet page
  - Committee members' e-mail addresses are on the Intranet page



## Short-Term Activities

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- One important NON-activity: The committee will *not* be making final decisions on what adjustments will be made to the budget
- Final decisions are the responsibility of:
  - President
  - President's Leadership Team
  - Board of Trustees



## Next Steps

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- Deans and directors will receive letter from committee on Monday
- Deans and directors will work with their faculty and staff until late November
- Any person is welcome to contact members of the committee, or the committee as a whole, with suggestions, although the primary work should be collaborative with deans and directors